

NOVATO UNIFIED SCHOOL DISTRICT

DISPOSAL REQUEST: BOOKS / EQUIPMENT

PROCESS: COMPLETE FORM→ BUSINESS→ BOARD MEETING→ APPROVED COPY TO SITE→ P/U WORK ORDER BY OFFICE MGR

A. SCHOOL SITE / DEPARTMENT: SINALOA / ENGLISH

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
57	ASST. DICTIONARIES		20 YEARS	\$
92+26	WRITE SOURCE 2000		15 YEARS	\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) SINALOA 300 BUILDING (301)

D. CONDITION: (check one) ☐ STILL USEABLE ☒ NEEDS REPAIR ☐ BEYOND REPAIR

E. REASON FOR REQUEST:

OBSOLETE / NO LONGER USED

F. RECOMMENDATION FOR DISPOSAL: (check one)

BOOKS / INSTRUCTIONAL MATERIALS

☐ RECYCLE (Damaged Materials Only)

☒ DONATE

▼ Follett Educational Services

▼ Academic Book Services

▼ Novato Library

▶ OTHER: _____

EQUIPMENT

☐ RECYCLE

☐ DISPOSE

☐ KEEP FOR PARTS

☐ DONATE (see below)

☐ SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

gcu
Site Administrator / Department Head

6/17/16
Date

DISPOSE OF AS FOLLOWS:

☐ RECYCLE

☐ DISPOSE

☐ SELL

☐ KEEP FOR PARTS

☐ DONATE: _____

Board Approval: _____

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PROCESS: COMPLETE FORM→ BUSINESS→ BOARD MEETING→ APPROVED COPY TO SITE→ P/U WORK ORDER BY OFFICE MGR

A. SCHOOL SITE / DEPARTMENT: SINALOA / 6th grade ENGLISH

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
248	NEVERCRY WOLF		NEW	\$
47	THE GAY		NEW	\$
80	BEARSTONE		NEW	\$
20	THE SUMMER OF THE SWANS		USEABLE 10+	\$
65	BONNICKLA		USEABLE 10+	\$

C. LOCATION: (where item(s) can be picked up) SINALOA LIBRARY

D. CONDITION: (check one) ☒ STILL USEABLE ☐ NEEDS REPAIR ☐ BEYOND REPAIR

E. REASON FOR REQUEST:

NO LONGER USE

F. RECOMMENDATION FOR DISPOSAL: (check one)

BOOKS / INSTRUCTIONAL MATERIALS

☐ RECYCLE (Damaged Materials Only)

☒ DONATE

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NAME	EMAIL ADDRESS	PHONE

Site Administrator / Department Head

Date

6/2/16

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PROCESS: COMPLETE FORM → BUSINESS → BOARD MEETING → APPROVED COPY TO SITE → P/U WORK ORDER BY OFFICE MGR

A. SCHOOL SITE / DEPARTMENT: SINALOA / 6th English

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
10	ZEELY		USEABLE 10+	\$
26	DICEY'S SONG		OLD 20+	\$
9	HOMECOMING		OLD 20+	\$
11	MY FRIEND FLICKA		20+ 20+	\$
45	HEROES & VILAINS		10+	\$

C. LOCATION: (where item(s) can be picked up) SINALOA LIBRARY

D. CONDITION: (check one) ☒ STILL USEABLE ☐ NEEDS REPAIR ☐ BEYOND REPAIR

E. REASON FOR REQUEST:

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☐ DISPOSE

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☐ SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

96
Site Administrator / Department Head

Date

6/21/16

DISPOSE OF AS FOLLOWS:

☐ RECYCLE ☐ DISPOSE ☐ SELL ☐ KEEP FOR PARTS ☐ DONATE: _____

Board Approval: _____

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A. SCHOOL SITE / DEPARTMENT: SINALOA 6th ENGLISH

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
21	BRIDGE TROBABILITY		10 Y	\$
3	OLD YELLOW		10 Y	\$
1	HATCHET		10 Y	\$
2	OUTSIDERS		10 Y	\$
24	WRINKLES IN TIME		10 Y	\$

C. LOCATION: (where item(s) can be picked up) SINALOA LIBRARY

D. CONDITION: (check one) ☐ STILL USEABLE ☒ NEEDS REPAIR ☐ BEYOND REPAIR

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B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
4	NIGHT JOURNEYS		10+	\$
42	ATLAS		20+	\$
7	TALL TALES		10+	\$
8	THE TERRIBLE WAUWAT		10+	\$
14	THE CAT		10+	\$

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B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
4	CASH'S CASE		10+	\$
5	NIGHT SWIMMER		10+	\$
4	HOMESICK		10+	\$
3	MIXED UP FILES		10+	\$
				\$

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QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
5	QUEEN BEAVY		10 +	\$
4	ROLL THUNDER		10 +	\$
12	ISLAND BLUE DOLPHIN		10 +	\$
14	SARAH, PLAIN / TALL		10 +	\$
17	SLAVE DANCER		10 +	\$

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QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
2	PUSHCART WAR		10 +	\$
24	A WRINKLE IN TIME		10 +	\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) SINALOA LIBRARY

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NAME	EMAIL ADDRESS	PHONE

[Signature]
Site Administrator / Department Head

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Board Approval: _____