

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: District Office/Special Education

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
1 Set	WWJ testing materials		15	\$ 200 ✓
1 Set	Cognitive Assessment System Test		10	\$ 200 ✓
1 book	Receptive One-Word Vocab. Test		16	\$ 150 ✓
1 set	Goldman Fristoe 2 Test		16 yrs	\$ 200 ✓
	See Attached List			\$

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

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

E. REASON FOR REQUEST:

Outdated Testing materials

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

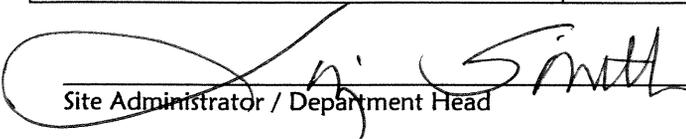
KEEP FOR PARTS

DONATE (see below)

SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE
Global Book Exchange		


Site Administrator / Department Head

7/25/14
Date

DISPOSE OF AS FOLLOWS:

RECYCLE DISPOSE SELL KEEP FOR PARTS DONATE: _____

Board Approval: _____

DISPOSAL REQUEST: BOOKS LIST Continued

Quantity	Description	Estimated Age	Estimated Value
1 set	Oral and Written Language Scales Test	2 Yrs.	200.
1	Bankson Language Test	10	↓
1	Expressive One Word Test	10	
1	Cognitive Assessment System Test	10	
1	WISC IV Testing Materials	12	