

# 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: 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Outdated Testing materials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

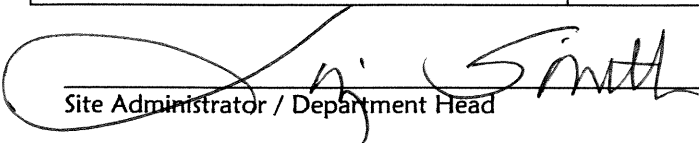
☐ KEEP FOR PARTS

☒ 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	Discription	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	