

DISPOSAL REQUEST: BOOKS / EQUIPMENT**PROCESS:** COMPLETE FORM→ BUSINESS→ BOARD MEETING→ APPROVED COPY TO SITE→ P/U WORK ORDER BY OFFICE MGRA. SCHOOL SITE / DEPARTMENT: Lynwood

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 |
|----------|---|--------|---------------|-----------------|
| 6 | Blue Chairs - various student sizes | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

C. LOCATION: (where item(s) can be picked up) Multi-Use RoomD. CONDITION: (check one) ☒ STILL USEABLE ☐ NEEDS REPAIR ☐ BEYOND REPAIR

E. REASON FOR REQUEST:

| |
|------------------------------------|
| NOT needed - discard + outdated |
|------------------------------------|

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 |
|------|---------------|-------|
| | | |
| | | |


 Site Administrator / Department Head

7-22-16
 Date
DISPOSE OF AS FOLLOWS:
☐ RECYCLE ☐ DISPOSE ☐ SELL ☐ KEEP FOR PARTS ☐ DONATE: _____

Board Approval: _____

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: Lynwood Elementary School

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 | Epson BrightLink Projector | 9325 | 7 | \$ 0 |
| 1 | 21.5" Imac Computer | 10171 | 5 | \$ 0 |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

C. LOCATION: (where item(s) can be picked up) Lynwood Room 51

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

E. REASON FOR REQUEST:

Items are broken and not worth repairing

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

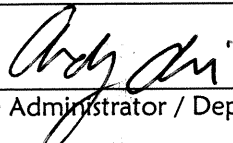
☐ KEEP FOR PARTS

☐ DONATE (see below)

☐ SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

| NAME | EMAIL ADDRESS | PHONE |
|------|---------------|-------|
| | | |
| | | |


Site Administrator / Department Head

7-19-16
Date

DISPOSE OF AS FOLLOWS:

☐ RECYCLE

☐ DISPOSE

☐ SELL

☐ KEEP FOR PARTS

☐ DONATE: _____

Board Approval: _____