

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

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 Room

D. 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NOT needed - discard + outdated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

Andy Chiri
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)
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 - ▼ Academic Book Services
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 - ▶ OTHER: _____

EQUIPMENT

- RECYCLE
- DISPOSE
- KEEP FOR PARTS
- DONATE (see below)
- SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

Andy...
Site Administrator / Department Head

7-19-16
Date

DISPOSE OF AS FOLLOWS:

RECYCLE DISPOSE SELL KEEP FOR PARTS DONATE: _____

Board Approval: _____