

**DISPOSAL REQUEST: BOOKS / EQUIPMENT**

**PROCESS:** COMPLETE FORM → BUSINESS → BOARD MEETING → APPROVED COPY TO SITE → P/U ARRANGED BY MAINTENANCE

A. SCHOOL SITE / DIVISION: Hamilton

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

QUANTITY	DESCRIPTION: COURSE OF STUDY, PUBLICATION DATE, MAKE, MODEL, SERIAL NUMBER, SPECIAL ACCESSORIES, ETC.	ESTIMATED AGE	ESTIMATED VALUE
1	Monitor 22417	10	\$ 0
1	" 22787	10	\$ 0
1	" 006002	10	\$ 0
1	" 5664	10	\$ 0

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

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

E. REASON FOR REQUEST:  
Obsolete

F. RECOMMENDATION FOR DISPOSAL: (check one)

BOOKS / INSTRUCTIONAL MATERIALS

- RECYCLE (Damaged Materials Only)
- DONATE (Arranged by Warehouse)
  - ▼ Follett Educational Services
  - ▼ Academic Book Services
  - ▼ Novato Library
  - ▶ OTHER: \_\_\_\_\_

EQUIPMENT

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

G. INDIVIDUALS WHO MAY HAVE INTEREST IN THE ABOVE EQUIPMENT:

NAME	ADDRESS	PHONE

[Signature]  
Site Administrator / Department Head

8/11/16  
Date

Director of Instruction – approval required on instructional materials for disposal

Date \_\_\_\_\_

**DISPOSE OF AS FOLLOWS:**

DONATE: \_\_\_\_\_  RECYCLE  DISPOSE  SELL  KEEP FOR PARTS

Received by Business Services: \_\_\_\_\_ Date of Board Approval: \_\_\_\_\_

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QUANTITY	" DESCRIPTION: COURSE OF STUDY, PUBLICATION DATE, MAKE, MODEL, SERIAL NUMBER, SPECIAL ACCESSORIES, ETC.	ESTIMATED AGE	ESTIMATED VALUE
1	22789	10	\$ 0
1	23460	10	\$ 0
1	5665	10	\$ 0
			\$

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

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

E. REASON FOR REQUEST:  
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\_\_\_\_\_  
 Site Administrator / Department Head      Date

\_\_\_\_\_  
 Director of Instruction – approval required on instructional materials for disposal      Date

**DISPOSE OF AS FOLLOWS:**

DONATE: \_\_\_\_\_       RECYCLE       DISPOSE       SELL       KEEP FOR PARTS

Received by Business Services: \_\_\_\_\_      Date of Board Approval: \_\_\_\_\_