

NOVATO UNIFIED SCHOOL DISTRICT

**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	" 22 787	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

Shoppa  
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

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