

**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 |
|----------|---|--------|---------------|-----------------|
| 30       | Student desks                             |        |               | \$              |
| 30       | Student Chairs                            |        |               | \$              |
|          |   |        |               | \$              |
|          |   |        |               | \$              |
|          |   |        |               | \$              |

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

E. REASON FOR REQUEST:

|                                    |
|------------------------------------|
| Not Needed - Some are still usable |
|------------------------------------|

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

Aray Chi  
 Site Administrator / Department Head

8-22-16  
 Date
**DISPOSE OF AS FOLLOWS:**
☐ RECYCLE ☐ DISPOSE ☐ SELL ☐ KEEP FOR PARTS ☐ DONATE: \_\_\_\_\_

Board Approval: \_\_\_\_\_