

**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
30	Student desks			\$
30	Student Chairs			\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) Behind multi-use Room

D. 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

Amy Chi  
Site Administrator / Department Head

8-22-16  
Date

DISPOSE OF AS FOLLOWS:

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

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