

NOVATO UNIFIED SCHOOL DISTRICT

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
1	DELL OPT LEX S/N B5L55PJ	00885NSD	10yrst	\$ @ N/A
				\$
				\$
				\$
				\$

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

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

E. REASON FOR REQUEST:

E WASTE

F. RECOMMENDATION FOR DISPOSAL: (check one)

BOOKS / INSTRUCTIONAL MATERIALS

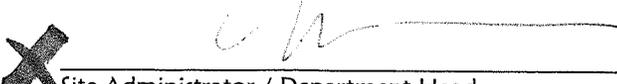
- RECYCLE (Damaged Materials Only)
- DONATE
 - ▼ Follett Educational Services
 - ▼ Academic Book Services
 - ▼ Novato Library
 - ▶ OTHER: _____

EQUIPMENT

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

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

 _____
Site Administrator / Department Head

Jan. 18, 2019
Date

DISPOSE OF AS FOLLOWS:

RECYCLE DISPOSE SELL KEEP FOR PARTS DONATE

Board Approval: _____