

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	0088545d	10yrst	\$ 2 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: \_\_\_\_\_

Send original to Business Services – approved copy will be sent to site (Office Mgr)

NUSD #600299 8.15

Return to Ann Linkovich 100