

# 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: TRANSPORTATION

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	Refrigerator	003308	15+	\$ 0
				\$
				\$
				\$
				\$

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

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

E. REASON FOR REQUEST:

Needs replacement

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

05/31/2016

Date

**DISPOSE OF AS FOLLOWS:**

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

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