

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: _____