

DISPOSAL OF TEXTBOOKS

School: _____ Name: _____

Instructions:

1. ***CURRENT ADOPTED TEXT MATERIALS ARE NOT TO BE SURPLUSSED.***
2. **All information below must be provided for surplus/obsolete books.**
3. **Building Administrator's signature required below.**
4. **Submit MLWorkOrder request for items to be picked up and one of these options:**
 Option 1: Attach scanned Surplus Form to work order request **OR**
 Option 2: E-mail scanned form to Jennie Martinez, jmartinez@upsd83.org **OR**
 Option 3: Send form via district courier to Auxiliary Services
5. **Attach original form to the surplus items/boxes.**

ONE SURPLUS FORM PER BOX

BOX # _____ of # _____

QTY	TITLE	CONDITION			EDITION	YR PUBLISHED	AUTHOR	PUBLISHER	LOCATION		REASON FOR SURPLUS
		Good	Fair	Poor					Bldg	Rm	

Building Principal/Administrator: _____ Date: _____