



Request for Surplus Books

6881F2

Requestor Name: _____

Requester School _____

Requestor Rm # _____

Date: _____

Instructions: When books are recorded and boxed, the Building Administrator should sign and date the form. One copy **must** be securely taped to the side of **each** box and the original sent to the Teaching and Learning Department (the boxes **will not** be picked up without the paperwork affixed to the side of the box). Once TLS has approved the surplus, the boxes will be scheduled for pick up.

Textbooks						
No. of Books	Grade Level	ISBN	Publisher	Date Published	Title	Reason For Surplusing
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption
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						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption

Library Books			
No. of Boxes		Reason for Surplusing	
		<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption	
Signature of Person Requesting Surplus		Signature of Supervisor Approving Surplus	Signature of Teaching and Learning
Date		Date	