Berkeley Unified School District

SURPLUS PROPERTY DISPOSAL REQUEST FORM – Textbooks & Instructional Materials

Transaction #: _____ - _____

INSTRUCTIONS:

1) Use this form to request disposal.
2) List the quantity of books and number of cartons and include sufficient description to identify the contents.
3) Form must be signed by school Principal.
4) Forward the form to the Purchasing Dept.
5) Purchasing will contact you with a pickup date.

School Site / Location:	
Contact Name:	Phone:

DESCRIPTION - the following items are excess to the Site / Department needs:

Quantity	Description (Include Book Title and ISBN #)

Total number of boxes:

Why is the item surplus:

Current location of items (room or area where items are stored):

Special instructions:

APPROVALS: ***PURCHASING WILL ROUTE FOR APPROVALS***

Principal / Department Head	**Date**	**Director of Curriculum & Instruction**	**Date**
Deputy Superintendent	**Date**	**Received in Purchasing with all approvals**	**Date**

Disposition Comments **(Purchasing Use Only)**	