

FORM – FOR SURPLUS

1. **DO NOT MIX TITLES IN BOXES.**
2. MAKE SURE YOU HAVE AN APPROVED T/F REQUEST IN TIMS BEFORE COMPLETING THIS FORM AND ATTACHING TO YOUR BOXES.
3. *****PLEASE PRINT YOUR TEXTBOOK INVENTORY LIST.*** IF THE TEXTBOOK WAS A BUNDLE PACKAGE, PLEASE MAKE SURE YOU INCLUDE THE BUNDLE ISBN NO. ON THE FORM AS WELL AS THE INDIVIDUAL ISBN. SOMETIMES WE PURCHASE TEXTBOOKS IN A BUNDLE, AND EACH COMPONENT OF THE BUNDLE USUALLY HAS A DIFFERENT ISBN NO. IF THIS IS THE CASE, PLEASE INCLUDE BOTH.**
4. PLEASE MAKE SURE THAT ALL ITEMS BELOW ARE COMPLETE, MAKE COPIES, IF NECESSARY, AND MAKE SURE THAT THE APPROPRIATE FORM IS TAPED SECURELY TO EACH BOX.
5. **REMEMBER, WHEN YOU NOTIFY MARILYN TO PUT THROUGH A MAINTENANCE TICKET FOR BOXES TO BE PICKED UP AT YOUR BUILDING, YOU ARE INDICATING THAT YOU HAVE FOLLOWED THE PROCEDURE.**

DATE FORM COMPLETED	
SCHOOL NAME	
***BUNDLE ISBN check your Inventory List and cross-reference any individual ISBN with the Bundle ISBN, if any (see #3 above)	
TITLE OF BOOK	
PUBLISHER NAME	
COPYRIGHT DATE	