



PROCEDURE TEXTBOOKS – SURPLUS/DISPOSAL UPDATED 1/4/24

IF YOU HAVE TEXTBOOKS FOR DISPOSAL AND/OR FOR SURPLUS, YOU MUST MAKE SURE THAT YOU HAVE DONE A TRANSFER REQUEST IN TIMS 2.0.

SURPLUS T/F: This is done at the school level. **OUR OFFICE NO LONGER APPROVES SURPLUS T/Fs.** ALSO, **SURPLUS TEXTBOOKS 10 YEARS OLD OR OLDER MUST BE T/F'D TO DISPOSAL.** PLEASE DOUBLE-CHECK YOUR SURPLUS INVENTORY LISTING.

ACTIVE/SURPLUS DISPOSAL T/F: PLEASE NOTIFY MARILYN SEARCY IF YOU HAVE A T/F FOR DISPOSAL SO SHE CAN SUBMIT THE REQUEST TO MDE FOR APPROVAL. **TEXTBOOKS 10 YEARS OLD OR OLDER MUST BE T/F'D TO DISPOSAL.** PLEASE DOUBLE-CHECK BOTH YOUR ACTIVE/SURPLUS INVENTORY LISTINGS.

DO NOT MIX TITLES/ISBNs IN THE SAME BOX. **REMINDER:** SOME TEXTBOOKS WERE PART OF A BUNDLE PACKAGE – **LOOK AT YOUR TIMS INVENTORY REPORTS.** ONCE T/Fs ARE COMPLETE IN TIMS 2.0, THEN YOU ARE READY TO BOX UP YOUR TEXTBOOKS. PLEASE TAPE YOUR BOXES TO MAKE THEM SECURE AND ATTACH THE APPROPRIATE COMPLETED FORM TO THE TOP OF **EACH** BOX. PLEASE MAKE SURE THAT YOUR FORM IS TAPED SECURELY AS WELL.

PLEASE DOUBLE-CHECK YOUR INFORMATION ON THE FORM.

FOR SURPLUS – (USE THE FORM PROVIDED)

1. DATE FORM COMPLETED
2. SCHOOL NAME
3. ISBN
4. TITLE OF BOOK
5. PUBLISHER NAME
6. COPYRIGHT DATE/**NO. OF BOXES**
7. **TEXTBOOK COORDINATOR SIGNATURE/DATE**

FOR DISPOSAL – (USE THE FORM PROVIDED)

1. DATE FORM COMPLETED
2. SCHOOL NAME
3. ISBN
4. TITLE OF BOOK
5. PUBLISHER NAME
6. COPYRIGHT DATE/**NO. OF BOXES**
7. **TEXTBOOK COORDINATOR SIGNATURE/DATE**

WHEN TEXTBOOKS ARE BOXED UP AND THE APPROPRIATE FORM IS ATTACHED TO EACH BOX, PLEASE CONTACT MARILYN AT COA, AND SHE WILL PUT THROUGH A MAINTENANCE TICKET TO HAVE YOUR BOXES PICKED UP AND TAKEN TO THE TEXTBOOK WAREHOUSE LOCATION NORTH OF TOWN. **IF BOXES ARE NOT PROPERLY MARKED WITH THE APPROPRIATE FORM, MAINTENANCE WILL NOT PICK UP.**

THANK YOU,

CURRICULUM & ASSESSMENTS