



## AUTHORIZATION REQUEST “ACTIVE TO SURPLUS” TIMS 2.0

➔ THIS COMPLETED FORM CAN BE USED ON THE SURPLUS BOXES YOU BOX UP FOR YOUR BUILDING SINCE IT WILL HAVE ALL THE INFORMATION ALREADY ON IT. PLEASE CHECK YOUR TIMS 2.0 INVENTORY IN THE COMPUTER FOR YOUR BUILDING.

**NOTE:** You must make sure that you have these textbooks in your building before proceeding with this Surplus request. Also, you must complete the information below before our office can complete the “Active to Surplus” transfer in TIMS 2.0. Go ahead and box up your surplus books as you must also indicate the no. of boxes for surplus on this form. PLEASE MAKE SURE ALL BOXES ARE TAPED SECURELY, and the completed surplus form is attached to the top of each box. I will then put in a maintenance ticket for pickup at your building. **DO NOT MIX TITLES/ISBNs.** You may have to make additional copies of this completed form to attach to the number of boxes for the same title/ISBN. As the textbook coordinator in your building, it is your responsibility to double-check the information you put on this form. If you need boxes, please contact our maintenance department.

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. IF THE FORM IS NOT COMPLETED IN ITS ENTIRETY, THE FORM WILL BE RETURNED TO YOU.**

Please email completed form to [marilyn.searcy@westpoint.k12.ms.us](mailto:marilyn.searcy@westpoint.k12.ms.us)

DATE OF REQUEST “ACTIVE TO SURPLUS”	
SCHOOL NAME	
ISBN – please look at your inventory report and make sure this number corresponds with what is being boxed up. <b>MUST CORRESPOND WITH WHAT IS LISTED ON YOUR INVENTORY</b>	
TITLE OF BOOK	
PUBLISHER NAME	
QTY. OF TEXTBOOKS BEING TRANSFERRED TO SURPLUS	
COPYRIGHT DATE	
NO. OF <b>SURPLUS</b> BOXES TO BE PICKED UP AT YOUR BLDG. for the ISBN mentioned above.	

By signing this form, you agree that all information is accurate in authorizing this transfer.

BUILDING TEXTBOOK COORDINATOR SIGNATURE:	DATE: