

FORM – FOR SURPLUS -rev 1/4/24

1. **DO NOT MIX TITLES IN BOXES. INFORMATION ON THIS FORM MUST MATCH WHAT IS ON YOUR INVENTORY REPORT. ALSO, PLEASE CHECK YOUR SURPLUS INVENTORY FOR DISPOSAL AS WELL – 10 YEARS OLD OR OLDER.**
2. WHEN TRANSFERRING A TEXTBOOK TO SURPLUS AT YOUR BUILDING, PLEASE MAKE SURE THAT THE TEXTBOOK IS SHOWING UP ON THE SURPLUS INVENTORY AS OUR OFFICE NO LONGER APPROVES SURPLUS T/Fs.
3. **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. TEXTBOOK COORDINATOR MUST ALSO SIGN AND DATE THE FORM. YOU CAN SIGN ORIGINAL AND COPY. ALSO, PLEASE INCLUDE THE NUMBER OF BOXES.**
4. AS THE TEXTBOOK COORDINATOR FOR YOUR BUILDING, IT IS YOUR RESPONSIBILITY TO DOUBLE-CHECK THE INFORMATION YOU PUT ON THIS FORM.
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	
ISBN ***PLEASE LOOK AT YOUR INVENTORY REPORTS AND MAKE SURE THIS NO. CORRESPONDS WITH WHAT IS BEING BOXED UP***	
TITLE OF BOOK	
PUBLISHER NAME	
COPYRIGHT DATE:	NO. OF BOXES:

Textbook Coordinator Signature:	Date:
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