

# FORM – FOR DISPOSAL – rev 1/4/24

1. DO NOT MIX TITLES/ISBNs IN BOXES. INFORMATION ON THIS FORM MUST MATCH WHAT IS ON YOUR INVENTORY REPORT. **ALSO, PLEASE CHECK YOUR ACTIVE/SURPLUS INVENTORY FOR DISPOSAL AS WELL – 10 YEARS OLD OR OLDER.**
2. ALSO, **DISPOSAL REQUESTS MUST BE APPROVED BY MDE** BEFORE TEXTBOOKS ARE BOXED UP.
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. 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.

<b>DATE FORM COMPLETED</b>	
<b>SCHOOL NAME</b>	
<b>ISBN</b> ***PLEASE LOOK AT YOUR INVENTORY REPORTS AND MAKE SURE THIS NO. CORRESPONDS WITH WHAT IS BEING BOXED UP***	
<b>TITLE OF BOOK</b>	
<b>PUBLISHER NAME</b>	
<b>COPYRIGHT DATE:</b>	<b>NO. OF BOXES:</b>

Textbook Coordinator Signature:	Date:
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