

**4 Weeks** before the DSD warehouse textbook pickup at your school.  
**If you need: boxes, a bin or a pallet**

**4 Weeks** before the DSD warehouse textbook pickup from your school.

\*\* Complete the warehouse transfer request for pickup at your school a minimum of 2-weeks prior to the Follett date for pickup at the C5 warehouse.

The district C5 warehouse prefers that all surplus texts are **boxed for pick-up**.

### Don't have boxes?

a). In Encore, request a: **warehouse location to location**. A drop-off to your school of a pallet, bin or boxes.

\*\*Specify in the **Description Field**

- sm., med., or lg. boxes
- quantity
- that they are for "Surplus Texts."

*i.e. Large boxes surplus texts*

[Warehouse Location to Location Video Tutorial](#)

1. Email teachers the [surplus text teacher form](#) and [surplus text sign](#) with instructions and a **deadline** to:
  - a). Return the completed form to you.
  - b). Print one sign and tape it to the materials they want removed.
  - c). Box their materials if possible.

*\*Custodians will place texts in a bin or on a pallet if you ordered one.*

2. Enter the information from the surplus text forms into the [Follett Surplus Management system](#).
3. Complete a **Warehouse Transfer Request** in Encore.

[Warehouse Transfer Request Video Tutorial](#)

4. Email the head custodian with the names of teachers who have materials that need to be picked up, and give the head custodian a printed copy of your Warehouse Transfer Request (or attach it as a PDF in the email).

**That's it!**

### Links:

[Surplus Text sign to print](#)

[Surplus Text teacher form](#)

[Follett Surplus Management System](#)

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