School ______________.
# of boxes ___________.

Disposal of Obsolete/Surplus Materials Form

For Textbooks Only

Date: _____________.
Page _____ of: _____.

Subject	Title	Publisher & Date	ISBN Number	Grade Level	Qty	Reason Code #
Email completed form to the Warehouse Supervisor			**Code #1 - Damaged beyond repair** **Code #2 - Obsolete - new adoption** **Code #3 - Obsolete - not used**			

Date: ______________________ Signature of Principal/Program Manager: ____