



**SNOHOMISH  
SCHOOL  
DISTRICT**

## Request for Surplus Books

6881F2

**Requestor Name:** \_\_\_\_\_

**Requester School** \_\_\_\_\_

**Requestor Rm #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions:** When books are recorded and boxed, the Building Administrator should sign and date the form. One copy **must** be securely taped to the side of **each** box and the original sent to the Teaching and Learning Department (the boxes **will not** be picked up without the paperwork affixed to the side of the box). Once TLS has approved the surplus, the boxes will be scheduled for pick up.

### Textbooks

No. of Books	Grade Level	ISBN	Publisher	Date Published	Title	Reason For Surplusing
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption
						<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Out of date <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Replaced with current adoption

### Library Books

No. of Boxes	Reason for Surplusing												
	<input type="checkbox"/> Damaged beyond use <input type="checkbox"/> Does not support current curriculum <input type="checkbox"/> Out of date <input type="checkbox"/> Replaced with current adoption												
<table border="1" style="width:100%"> <tr> <td style="width:33%">Signature of Person Requesting Surplus</td> <td style="width:33%">Signature of Supervisor Approving Surplus</td> <td style="width:17%">Signature of Teaching and Learning</td> <td style="width:17%">Storage Location</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Date</td> <td>Date</td> <td>Date</td> <td> </td> </tr> </table>		Signature of Person Requesting Surplus	Signature of Supervisor Approving Surplus	Signature of Teaching and Learning	Storage Location					Date	Date	Date	
Signature of Person Requesting Surplus	Signature of Supervisor Approving Surplus	Signature of Teaching and Learning	Storage Location										
Date	Date	Date											