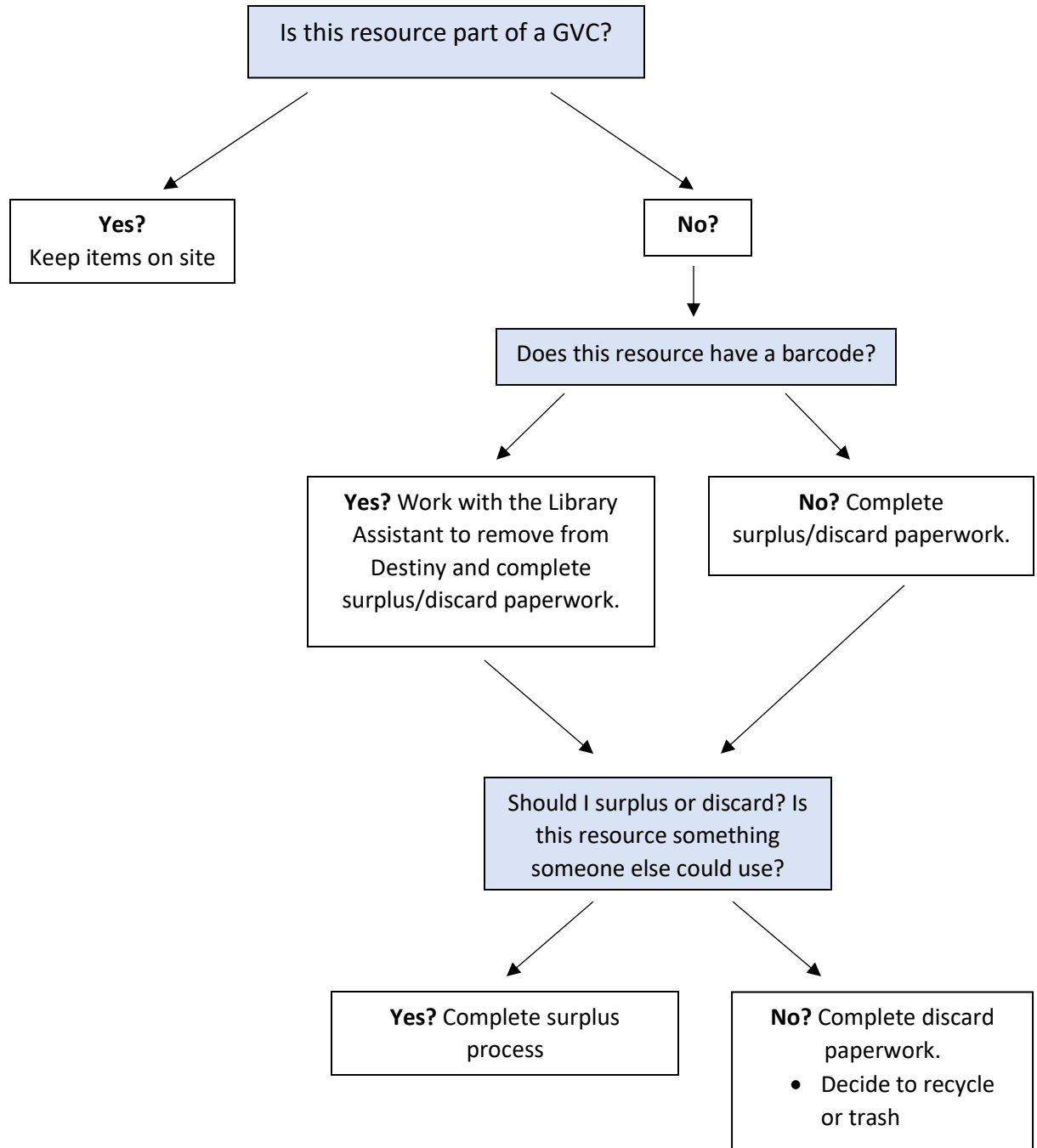




Federal Way Public Schools Resource Decision Tree



Directions for Surplus/Discard:

1. Complete the Surplus/Discard paperwork. (Form 755A)
2. Email to Executive Director of TFL for review.
3. After review, Executive Director of TFL will return a signed copy to you.
4. Discard: File a copy of paperwork for your records and discard materials.
Surplus: Affix ONE form to each box and work with your Office Manager to coordinate pick up using Asset Essentials. (formerly School Dude)