FEDERAL WAY PUBLIC SCHOOLS
Each Scholar: A voice. A dream. A **BRIGHT** future.

Instructional Materials Surplus/Discard Request Form*

School or Department_____ Date prepared: _____

Building Admin Signature_____ K-12 Instructional Materials Coordinator Signature_____

Disposition of Materials: ☐ Surplus ☐ Discard

If surplus, Pick-up location:_____(specify where in your building they are to be picked up from)

Publisher	Title	Copyright	ISBN	QTY

25 LB MAXIMUM WEIGHT LIMIT PER CARTON

1. **Email to K-12 instructional materials coordinator for approval**
2. **For Surplus affix copy to elongated end of carton**
3. **Work with your office manager to coordinate pick-up using Asset Essentials. (formerly School Dude)**
4. **Keep a copy of the signed document**

Form 755A *See surplus process document Form 755B to determine what can and cannot be surplus.