Travis Unified School District

Sale and Disposal of Books, Equipment and Supplies

Board Policy 3270

Instructional materials may be considered obsolete or unusable by the District under the following:

1) **If they have been replaced by more recent editions or new materials selected by the Board.**
2) **If they are not aligned with the District's academic standards or course of study.**
3) **If they have no foreseeable value in other instructional areas.**
4) **If they are damaged beyond use or repair.**

Form Instructions:

Please use this form to dispose of materials no longer useful to the District. There may be material that is no longer needed at your site, however, the item(s) may be useful at another site. For equipment and furniture, please send a photo of the items to AdCo.

Books and Instructional Materials
Submit this form, along with the **"Details for Materials to Discard"** list to Kathy Peralta in Educational Services.

Furniture and Equipment
Submit this form, along with the **"Details for Materials to Discard"** list to Rebecca Bollmann in Business Services.

Site: _____

Date of Request: _____

Number/Description of Obsolete Items: _____

Estimated Value: _____

Description/Reason/Recommendation: _____

_____

_____

Signature of Administrator: _____

Date of Governing Board Action: _____