School: _____ **Disposal of Obsolete/Surplus Materials Form** Date: _____

# of boxes: _____ Page of: _____

For Textbooks Only

Subject	Title	Publisher	Copyright Date	Grade Level	Qty	Reason Code #

For Library Books Only

Type (fiction, non-fiction)	Subject	# of Boxes	Reason Code #

White - Library Services
Yellow - Originator

Code #1 - Damaged beyond repair
Code #2 - Obsolete - new adoption
Code #3 - Obsolete - not used

Date: _____ Signature of Principal/Program Manager: _____