

School _____.

Disposal of Obsolete/Surplus Books Form

Date: _____.

of boxes _____.

For Textbooks Only

Page _____ of: _____.

Subject	Title	Publisher & Date	ISBN Number	Grade Level	Qty	Reason Code #

For Library Books Only

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

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

Date: _____ Signature of Principal/Program Manager: _____