



La Conner School District

Surplus of Books/Curriculum Request for Surplus

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send the original to Jessie Eisen in the Business office who will begin the surplus process. Retain a copy for your records. Please note that this process can take 1-2 months depending on timing of school board meetings.

| ISBN number <small>If none, please indicate so</small> | Title | Author | Quantity | Move from (Rm #/Area) | Move to | Sellable or Trash? |
|---|-------------------------|---------------------------|---------------|--------------------------|----------------|-----------------------|
| SAMPLE 9780743273565 | <i>The Great Gatsby</i> | <i>F Scott Fitzgerald</i> | <i>5 each</i> | <i>Rm #114</i> | <i>Surplus</i> | <i>Sellable</i> |
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Printed Name of Staff

Staff Signature _____

Signature of Supervisor
Requesting Transfer _____

Site _____

Date _____

No equipment can be surplused without this completed and signed form.

Business Office Use Only

Board Resolution
 Ad in Papers
 Ready for surplus sale/disposal