

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

REQUEST TO DECLARE TEXTBOOKS AS SURPLUS

TO: Assistant Superintendent for Business and Operations

FROM: _____

Building: _____ Department: _____

Please have the following textbooks declared surplus for disposal (Resale or Recycle):

Table with 6 columns: Title of Textbooks, Publisher, ISBN Number, Year Published, Location, Quantity. The table contains 13 empty rows for data entry.

Reason for Declaring Textbooks surplus: _____

Department Director's Signature Date

Principal's Signature Date

Assistant Superintendent for Business & Operations Date

Do not dispose of textbooks until you receive this form back signed by the Assistant Superintendent for Business & Operations. Please inform Peter Mayo, Director of Facilities, after you receive this authorization for disposal of the textbooks.