

PROCEDURE TEXTBOOKS – SURPLUS/DISPOSAL 9/27/19

IF YOU HAVE TEXTBOOKS FOR DISPOSAL AND/OR FOR SURPLUS, YOU MUST MAKE SURE THAT YOU HAVE DONE A TRANSFER REQUEST IN TIMS. ONCE YOUR T/F REQUEST HAS BEEN ENTERED IN TIMS, PLEASE NOTIFY MARILYN SEARCY SO SHE CAN APPROVE THE SURPLUS AND FOLLOW UP ON THE DISPOSAL WITH MDE. MDE HAS TO APPROVE DISPOSAL REQUEST.

DO NOT MIX TITLES IN THE SAME BOX. ONCE APPROVED, THEN YOU ARE READY TO BOX UP YOUR TEXTBOOKS. YOU MUST HAVE THE BOXES MARKED AS INDICATED BELOW. PLEASE TAPE YOUR BOXES TO MAKE THEM SECURE AND ATTACH THE APPROPRIATE FORM TO THE TOP OF **EACH** BOX. ALSO, MAKE SURE THAT YOUR FORM IS TAPED SECURELY AS WELL.

FOR SURPLUS – (USE THE FORM PROVIDED)

1. DATE FORM COMPLETED
2. SCHOOL NAME
3. ISBN
4. TITLE OF BOOK
5. PUBLISHER NAME
6. COPYRIGHT DATE

FOR DISPOSAL – (USE THE FORM PROVIDED)

1. DATE FORM COMPLETED
2. SCHOOL NAME
3. ISBN
4. TITLE OF BOOK
5. PUBLISHER NAME
6. COPYRIGHT DATE

WHEN YOU HAVE COMPLETED THE ABOVE TASKS, PLEASE CONTACT MARILYN AT COA WITH THE NO. OF BOXES, AND SHE WILL PUT THROUGH A MAINTENANCE TICKET TO HAVE YOUR BOXES PICKED UP AND TAKEN TO THE TEXTBOOK WAREHOUSE.

THANK YOU.