

FORM – FOR DISPOSAL

1. **DO NOT MIX TITLES IN BOXES.**
 2. **ALSO, MAKE SURE THAT TEXTBOOKS HAVE BEEN APPROVED IN TIMS FOR TRANSFER TO DISPOSAL.**
 3. **PLEASE MAKE SURE THAT ALL ITEMS BELOW ARE COMPLETE, MAKE COPIES, IF NECESSARY, AND MAKE SURE THAT THE APPROPRIATE FORM IS TAPED SECURELY TO EACH BOX.**
 4. **REMEMBER, WHEN YOU NOTIFY MARILYN TO PUT THROUGH A MAINTENANCE TICKET FOR BOXES TO BE PICKED UP AT YOUR BUILDING, YOU ARE INDICATING THAT YOU HAVE FOLLOWED THE PROCEDURE.**
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DATE FORM COMPLETED	
SCHOOL NAME	
ISBN	
TITLE OF BOOK	
PUBLISHER NAME	
COPYRIGHT DATE	