

# FORM - FOR SURPLUS

1. **DO NOT MIX TITLES IN BOXES.**
  2. **ALSO, MAKE SURE THAT TEXTBOOKS HAVE BEEN APPROVED IN TIMS FOR TRANSFER TO SURPLUS.**
  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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| <b>DATE FORM COMPLETED</b> |  |
| <b>SCHOOL NAME</b>         |  |
| <b>ISBN</b>                |  |
| <b>TITLE OF BOOK</b>       |  |
| <b>PUBLISHER NAME</b>      |  |
| <b>COPYRIGHT DATE</b>      |  |