

Instructional Materials/Books Disposal Form

Date: _____ **1** Document No. _____ **2**

Item Description including description, condition, tag numbers (if applicable), and quantities:

3 _____

1. Estimated Value: \$ _____ **4** How was value determined: _____ **5**

2. Are the materials/books still usable for educational purposes? ___ Yes ___ No **6**

3. Reason for Disposal (Check all that apply):

- 7** Contain information rendered inaccurate or incomplete by new discoveries or technologies
 Have been replaced by more recent versions or editions of the same material and they are of no foreseeable value in other instructional areas
 Are not aligned with Solano County Office of Education's academic standards or course of study
 Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or policy
 Have been inspected and discovered to be damaged beyond use or repair

4. Recommended Method of Disposal:

- 8** Donate to a governing board, county free library, or other state institution.
 Donate to a public agency or institution or any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
 Donate to nonprofit charitable organization: _____
 Donate to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
 Sell the materials.
 If there are no parties interested in taking/purchasing the instructional materials, or if the answer to #2 above is Yes:
a) Dispose of property by using appropriate and required disposal methods, making an effort to recycle material.

Requester certifies that the preceding item(s) should be disposed of and approve of the recommended method of disposal.

9 _____
Requester Signature

Signature of Associate Superintendent,
Educational Services Dept.

Director, Internal Business Services Signature

Solano County Superintendent Signature

Download the Instructional Materials/Books Disposal Form from the Solano County Office of Education (SCOE) website under Departments/Business Services for SCOE/Documents.

1. Enter today's date.
2. Contact the Educational Services Dept. via email at EdServices@solanocoe.net for a document number.
 - Document and attachments must contain this document number
 - Include the asset tag number with your document(s)
 - Photos of all items must be included
 - All attachments (including photos) must be in pdf format
3. Describe the item(s) listed to be disposed of including their condition and any other pertinent information.
 - Include the asset tag with your document(s)
 - All attachments (including photos) must be in pdf format
4. Enter the estimated value.
5. Enter how the value was determined.
6. Check the box next to yes or no if the items are usable.
7. Check the box next to the appropriate reason for disposal.
8. Check the box next to the appropriate method of disposal.
9. Sign form electronically and forward on for approvals from Dept. Head.

Submit form and attachments to Ed Services via email for approval and processing.