

SCHOOL /BUILDING _____

PERSON COMPLETING THIS FORM _____

OBSOLETE TEXTBOOKS

DEPT/ GRADE	QTY.	Title	Publisher	Year	ISBN #	Location Floor/Room#	Method of Disposal
							Pursuant to N.J.S.A. 18A: 34-3 and the Boards SOP, the following disposal procedure shall be followed: 1) Books/workbooks shall first be offered for sale to vendors; 2) Books/workbooks less than 10 years old shall be posted on the NJDOE textbook database for a period of 120 days, after which they will be recycled; 3) Books/workbooks older than 10 years and not sold shall be recycled.

I CERTIFY THAT THE ABOVE ITEM(S) ARE NO LONGER REQUIRED FOR SCHOOL USE.

*Please forward to the next appropriate person and then the Business Administrator for final approval.

Principal Date

Administrator/Director Date

Business Administrator Date

Disposal Completed Date