DATE: _____

BOOKS MUST BE BOXED IN SMALL BOXES NOT OVER 50 LBS.

JORDAN SCHOOL DISTRICT

SURPLUS TEXTBOOK FORM

SCHOOL:_____ **LOCATION WHERE BOOKS ARE STORED:**

PRINCIPAL:_____ **ROOM #:**_____

ADMINISTRATOR OF SCHOOLS:_____

TOTAL NUMBER OF BOXES:_____

QTY	TITLE	PUBLISHER	PUBLICATION DATE (IF OLDER THAN 10 YEARS)	ISBN (10 OR 13 NUMBERS IN FRONT OF BOOK PUBLISHED LESS THAN 10 YEARS OLD)

1. **Please list textbooks that are to be surplused. If publication date is newer than 10 years, the District will sell them to a used book vendor. The money received goes into the District general fund.**
2. **Obtain the signature of your principal and your administrator of schools.**
3. **Signed lists should be sent to the Purchasing Department and a pick-up will be scheduled.**
4. **The Surplus Textbook Form can be completed and submitted at any time throughout the year.**