

CANYONS SCHOOL DISTRICT SURPLUS TEXTBOOK FORM



CANYONS
SCHOOL DISTRICT

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

DATE: _____

SCHOOL: _____

LOCATION WHERE BOOKS ARE STORED: _____

You Name: _____

ROOM #: _____

Principal's Signature: _____

TOTAL # OF BOXES: _____

QTY	TITLE	PUBLISHER	PUBLICATION DATE	ISBN (10 OR 13 DIGIT NUMBER FOUND ON THE COPYRIGHT PAGE)

1. **Please list all textbooks that are to be surplusd with all information requested.** Paperwork not filled out with the requested information will be returned to your school to be completed.
2. Textbooks should be boxed in likeness – Please keep all books of the same title together do not mix-match them into random boxes. If surplusd only 1 or 2 copies of a particular textbook, you may create a Misc. box
3. Please label the boxes.
4. Obtain the signature of your Principal or Administrator.
5. Signed lists should be sent to the Warehouse. (Susan.dahl@canyonsdistrict.org)
6. The Surplus Textbook Form can be completed and submitted at any time throughout the year.
7. Any Questions contact Susan Dahl - Warehouse at 65303 or Rachel Blackburn - Purchasing at 65391