

Surplus Curriculum Consumables

GENERAL INFORMATION

- Workbooks can be surplussed at ANY time during the school year; you do not have to do it at the end of the year
- Work with your administration on this; in some schools, the administrator will want to be the supervisor and will instruct you what to do
- Rachel Blackburn is the district person who can answer surplus questions
 - o rachel.blackburn@canyonsdistrict.org
 - o 801-826-5391

THE PROCESS

1. Fill Out and Sign Consumable Return Form. Boxes **will not** be pick up with out it.
2. Package carefully in boxes so items don't get damaged and can be re-inventoried.
 - a. Workbooks should be boxed in likeness – Leave in original packaging when possible. Please keep same titles together and do not mix-match them into random boxes.
 - b. If returning only 1 or 2 copies of a workbook please place them in a separate box marked Misc Box.
3. Opened or incomplete kits should be sent to Shelly Miller in Instructional Supports.
4. Obtain the signatures required.
5. Signed lists should be emailed to Susan Dahl - susan.dahl@canyonsdistrict.org
6. Questions please contact: Laurie Mecham - 65013 ISD, Susan Dahl 65303 Warehouse or Rachel Blackburn - 65391 Purchasing
7. Send with Warehouse driver. Please **do not** send them through District Mail.