

Surplus Curriculum Consumables Elementary

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.
- For questions regarding returns, please contact:
 - o susan.dahl@canyonsdistrict.org or 801-826-5303
 - o rachel.blackburn@canyonsdistrict.org or 801-826-5391

THE PROCESS

1. Fill Out and Sign Consumable Return Form. Boxes **will not** be picked up without it.
2. Package carefully in boxes so items do not 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. Send with Warehouse driver. Please do not send them through District Mail.
7. Questions please contact: Laurie Mecham - 65013 ISD, Susan Dahl - 65303 Warehouse or Rachel Blackburn - 65391 Purchasing.