

Surplus Curriculum Consumables Secondary

GENERAL INFORMATION

- Workbooks can be surplused 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 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. Send any teacher materials to Lesli Morris 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: Lesli Morris - 65182 ISD, Susan Dahl - 65303 Warehouse or Rachel Blackburn - 65391 Purchasing.