

# NORTH SALEM CENTRAL SCHOOL DISTRICT

230 June Road  
North Salem, NY 10560

## ASSET DISPOSAL FORM for TEXTBOOKS

**Instructions:** Please enter information related to the textbook disposal. Please note in the final column if the textbook(s) is being surplused (stored with final disposal to be determined later), sold or discarded. The person initiating should complete the cells below and sign/date, the appropriate administrator should sign/date and the form should be submitted to the business office.

<i>Location</i>		<i>ISBN #</i>	<i>Title of Book</i>	<i>Publisher</i>	<i>Quantity</i>	<i>D - Discarded S - Surplused *Sold - Sold</i>
<i>Bldg</i>	<i>Room/Dept</i>					
Comments:						

\* All items to be sold must be processed through the business office.

### Authorizations / Signatures for Disposal

1) \_\_\_\_\_  
Employee/Initiator of Asset Disposal Date

3) \_\_\_\_\_  
Assist. Superintendent of Business Admin. Date

2) \_\_\_\_\_  
Administrator Date

4) \_\_\_\_\_  
Accounts Payable/ Asset Removed from Textbook  
Inventory Date

**Once signed by the administrator, please forward to the Assistant Superintendent for Business Administration to begin Board of Education approval process.**