

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 706-AR-7. BOOKS/MEDIA MATERIALS DISPOSAL FORM

Items are for:

Discard                       Public Sale

Disposition of:

\_\_\_\_\_ Number of Textbooks

\_\_\_\_\_ Number of Library Books

\_\_\_\_\_ Number of Media Materials

Location of Items:

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Notes/Comments:

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Building: \_\_\_\_\_ Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

- Copies to:
1. Original to Maintenance Department
  2. Principal/File
  3. Business Office
  4. Assistant Superintendent