

From:	Cost Center No.:	Check form usage	<input type="checkbox"/> Books	<input type="checkbox"/> Furniture Instructional	<input type="checkbox"/> Instructional Aids	Temporary Loan <input type="checkbox"/> not to exceed 30 days.	No
To:	Cost Center No.:	<input type="checkbox"/> Material Transfer <input type="checkbox"/> Excess Property	<input type="checkbox"/> AV Equipment <input type="checkbox"/> Powered Equipment	<input type="checkbox"/> Furniture Non-Instructional	<input type="checkbox"/> Minor Equipment		

Certification for the Disposal of Obsolete Books and Materials of Instruction (Ref: Admin. Procedure 3260) I CERTIFY that the material listed below has been reviewed and no requirement exist for this material within the Prince George's Count Public Schools System.

Note: The removal of School Owned property from any School, Office or Center, for the purpose of loan to any individual, to include school system employees or to any organization is prohibited.

Supervisor's Signature _____ Date _____

Stock Number	Title Description	Author Manufacturer	Publisher Size/Length	Copyright Model No.	Edition Serial No.	Hardback Color	Paperback Material	Quantity	Receivers	Condition Code
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<p>Shipping Information: Date _____</p> <p>Shipment Authorized by: _____ Signature</p> <p>Date Material will be available for pickup: _____</p>	<p>Distribution Information:</p> <p>Scheduled delivery date: _____</p> <p>Truck Number: _____</p> <p>Driver: _____</p>	<p>Receiving Information: I Certify that I have received the above items.</p> <p>Received by: _____ Signature</p> <p>Date of receipt: _____ Time: _____</p>	<p>Purchasing/Supply Use Only Disposal Action</p> <p>Trade In <input type="checkbox"/> Sale <input type="checkbox"/> Dump <input type="checkbox"/></p> <p>Date: _____</p> <p>Signature _____</p>
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