

## **MVSD TEACHING & LEARNING**

## Surplus of Books/Curriculum Request for Transfer

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send the original to Holly Christensen at the District Office and she will arrange for pick up.

ISBN number If none, please indicate so	Title	Author	Quantity	Move from (Rm #/Area)	Move to	
SAMPLE 9780743273565	The Great Gatsby	F Scott Fitzgerald	5 each	Rm #A114	Surplus	
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			<u> </u>			
Printed Name of Staff		Staff Signature				
Signature of Supervisor S Requesting Transfer			Date			

## No equipment will be moved between locations without this completed and signed form.

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