

Surplus Textbook Procedures

- All returned textbooks must be listed on an inventory sheet.
- The inventory sheet should be taped to the outside of the box.
- Before sending books to the central office, the principal should notify the curriculum department.
- Only books with an inventory sheet attached will be accepted.
- **Do not send books to the gym without an inventory sheet and without someone from the curriculum department being notified.**
- Before the books are bid out for surplus, they all have to be counted and inventoried. This will make the process simpler and less time consuming.