



Date: 02/02/2022 School Site: Warehouse Book Location: Ed Services Storage Room

[illegible]

Hello I put warehouse as the location because there was not option for Educational Services at DAC. Thank you.

Site Administrator

Principal: *Brian J Murray*

Date: 02/02/2022

Curriculum

Director: *Simone M. Kovats*

Date: 02/04/2022

Assistant Superintendent

Assist. Superintendent: *Simone M. Kovats*

Date: 02/04/2022

District Warehouse

Notes:

Scheduled for BOE Approval: 02/22/2022

Textbook Discard Form Routing:

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| <ol style="list-style-type: none">1. Originator completes required fields and submits form2. School Administrator reviews and approves request to discard3. Director of Curriculum reviews and approves of request to discard4. Assistant Superintendent of Educational Services reviews and approved of discard5. Purchasing Services schedules for BOE Approval6. Warehouse coordinates pickup and discard of textbooks |
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CAREER TECHNICAL EDUCATION INVENTORY EQUIPMENT & SUPPLY DISPOSAL/REMOVAL FORM

[illegible]