



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 a completed copy to Holly Carter, hcarter@mvsd320.org, 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	<i>The Great Gatsby</i>	<i>F Scott Fitzgerald</i>	<i>5 each</i>	<i>Rm #A114</i>	<i>Surplus</i>

Printed Name of Staff Staff Signature _____

Signature of Supervisor _____ Site _____ Date _____

Requesting Transfer _____

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