Memorandum

To: Academic Coordinators, Library Media Technicians, Principals

CC: Educational Services, Purchasing

From: Michael Pola

Date: 5/26/2016

Re: Instructions for disposal of instructional materials

Please follow the process described below to receive a Gaylord bin.

* If you have questions about materials, please contact us before requesting a bin.
* Contact Mike at the textbook warehouse to order a bin, a stores requisition will be entered for you. At this time, the Educational Services department is being charged for your bins.
* Have a space in mind for the pallet and bin at your site. Bins should be sheltered from any wet weather. They must also be accessible for pick up, DO NOT fill bins in a room that will not allow the box to be taken out when it is full. Ramp access is also necessary.
* The bin is specifically for obsolete and outdated instructional materials. Books, tapes, teacher’s editions and workbooks are acceptable items. Used consumables and other loose paper are not allowed in Gaylord bins and should be recycled in blue bins at your site.
* Keep a record of the types of materials that are going into the box. **You must document ISBN numbers and quantities for textbooks!** A one page summary with your site name and materials list will be attached to the box for reference after pick up.
* Once you have placed all materials in the bin, contact Mike for pick up. The bin does not need to be full.
* **ANY BARCODES OR STAMPS THAT IDENTIFY THE MATERIAL AS PROPERTY OF PVUSD OR YOUR SITE MUST BE REMOVED. This is a policy of PVUSD.**

Signature of staff responsible for filling bin:

X

Print: