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**SURPLUS BOOKS (WHS-P009)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used by the warehouse to provide storage for state-adopted textbooks and discard books in the warehouse.

**2.0 RESPONSIBILITY**

- 2.1 Warehouse Supervisor  
2.2 Warehouse Worker

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Purchasing
- |  |           |      |
|--|-----------|------|
|  | Signature | Date |
|--|-----------|------|

**4.0 DEFINITIONS:**

- 4.1 None

**5.0 PROCEDURE:**

- 5.1 School Site determines whether books, textbooks, and library books are either surplus or discard.
- 5.1.1 School Site boxes the surplus books and labels accordingly
- 5.1.2 School Site issues a Service Request Form stating number of boxes for pickup
- 5.2 The district warehouse picks up and stores the “discard” books, and Library Services stores the “surplus” books.

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