

**DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS
REQUEST FOR PICK-UP OF SURPLUS MATERIALS
SAMPLE MEMORANDUM**

_____ Date

TO: Stores and Mail Distribution (S&MD)
surplus@dadeschools.net

FROM: W/L# _____

SUBJECT: REQUEST FOR PICKUP OF OBSOLETE INSTRUCTIONAL MATERIALS

We have a total of _____ boxes of obsolete or used Instructional Materials.

These boxes are located in _____
_____.

We need to have these boxes picked up and moved these materials to the warehouse.

If you have any questions or need additional information. Please contact _____ at _____.

Thank you.