



The Monterey County Office of Education Surplus Form

This service, provided by the Monterey County Office of Education, is available to help school districts recycle and reuse unneeded textbooks, supplies and other materials. Before submitting items to MCOE's surplus site, school district personnel must check their own policies and administrative regulations for declaring instructional materials and other property surplus. These policies are based on California Education and Government Codes. MCOE employees should contact their department director and General Services before declaring items surplus or disposing of them.

School District: _____

Item and Quantity: _____

Description of Item: _____

Item and Quantity: _____

Description of Item: _____

Item and Quantity: _____

Description of Item: _____

Contact Name: _____

Email: _____

Phone: _____

Submit completed form to tjames@monterey.k12.ca.us