

# DISCARD AUTHORIZATION FORM

UNIVERSITY BOOKSTORE • INSTRUCTIONAL RESOURCE RENTAL DEPARTMENT • 836-3125

DEPARTMENT \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_

TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_

VOLUME/EDITION \_\_\_\_\_ COPYRIGHT DATE \_\_\_\_\_

ISBN NUMBER \_\_\_\_\_

## DEPARTMENT COPIES

Does your department wish to receive any copies of this discarded resource?

- Yes — give us \_\_\_\_\_ copies of the discarded resource.
- No, we don't want any copies of the discarded resource.

NOTE: The IRR Department does not place copies of discarded resources on reserve at the library. If you wish copies placed there, request that copies be discarded to your department, and follow the standard procedure for placing resources on reserve.

COMMENTS:

## DEPARTMENT APPROVAL

Permission is granted to discard the above rental resource. If the resource is used by more than one instructor, the signature of the department chair signifies approval of each instructor.

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR DATE

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT CHAIR DATE



UNIVERSITY of WISCONSIN  
EAU CLAIRE

## DISCARD APPROVED BY

\_\_\_\_\_  
SIGNATURE OF IRR DEPT MANAGER DATE

TITLE NUMBER \_\_\_\_\_

QUANTITY IN INVENTORY \_\_\_\_\_

VALUE ONE \_\_\_\_\_

VALUE TWO \_\_\_\_\_

VALUE THREE \_\_\_\_\_

- Sold on floor.

PRICE PER COPY \_\_\_\_\_

QUANTITY \_\_\_\_\_

- Discarded to academic department.

QUANTITY \_\_\_\_\_

DEPT CONTACTED \_\_\_\_\_ DATE \_\_\_\_\_

IRR STAFF INITIAL

\_\_\_\_\_  
SIGNATURE OF ACADEMIC DEPARTMENT RECIPIENT DATE

- Sold to vendor.

VENDOR \_\_\_\_\_

DATE \_\_\_\_\_

QUANTITY \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

OFF CRT \_\_\_\_\_

QUANTITY

IRR STAFF INITIAL

DISCARD DATE \_\_\_\_\_

- AUDIT TRAIL ATTACHED

OFFICE USE ONLY