

General Instructions: EXHIBIT D-1 - BUY BACK BOOK PROGRAM

All requested information must be completed in Section I. In questions, 1 through 3, please use the pull down options to the right of the questions and for question 4, please indicate the number of rooms and floors where indicated.

In Section II, Item Information; the Title/Description of book should be completed and this space enables to you enter 150 characters. Where possible, provide the Fastrack Item number, and the ISBN number indicated on the actual book must be entered in the ISBN field.

If you know the Acquisition Date of when these books were purchased and the Item Cost please enter that in the appropriate fields.

For an overview on how the program works, please refer to our Book BuyBack Program link under www.nycenet.edu/opm under the What's New icon.

Section I Location Information: (Required)

Fields not populated should be completed if known.

School/Site (Name/Number):

Region:

Telephone:

Fax:

E-Mail:

Contact Person:

Name:

Title:

Telephone:

E-Mail:

1. Do you have a location with easy street access where your unneeded books can be collected for the pick up?
2. After taking a walk through your school to identify unneeded books, approximately how many books need to be removed?
3. Do you have an elevator?
4. Do you have one primary book room, or several?
What floors are they located on?

Section II Item Information: (*Required)

*ISBN <input type="text"/>	Acquisition Date <input type="text"/>	Item Cost <input type="text"/>	Fast Track # <input type="text"/>	*Qty <input type="text"/>
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*Item/Title/Description:

 **Add Another Item**

Section III Certifying Signatures: (Required)

I hereby certify that I have disposed of the item(s) described in Section II above for the reason(s) indicated in Section II, and have followed all requirements outlined in the current SOP chapter on "Inventory."

Signed: Site Supervisor:

Date Signed: 12/19/2005

 **Submit**