

SURPLUS PACKING  
SLIP

**Directions:**

1. Complete the below form.
2. Make a copy.
3. Mail, fax, email the form to the District Textbook Department, Fax: 713.365.5214.
4. Place the top of the completed form in the box with the textbooks. Tape the lower half of this form on the outside of the box.

**Only State adopted workbooks included in a set will be accepted.**

Date: \_\_\_\_\_

Total Number of: \_\_\_\_\_ Boxes

Campus Name: \_\_\_\_\_ Campus Number: \_\_\_\_\_

Grade	Subject	ISBN	Title	Quantity boxed to Warehouse	Quantity received in Warehouse	Date received in WHSE

Name of Person  
returning textbooks: \_\_\_\_\_  
(Please Print)

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Place this part of the Surplus Packing Slip on the outside of the box.

**SURPLUS  
TEXTBOOKS**

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Campus Name/Number