Ballston Spa
CENTRAL SCHOOL DISTRICT

Educating Everyone Takes Everyone

Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. attach a spreadsheet listing the items. Return completed form to the Business Office – Attn: Fixed Asset Manager.

PROPERTY IDENTIFICATION					
Item Description:	Food Service Items			**Today's Date:**	9/6/24
Manufacturer:				**Model:**	
Serial/Service Tag #:		**Notes:**			
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
	☐ Other:				
Fixed Asset Tag #:	010382 and 001308				

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)				
DISPOSAL	Date of Disposal:		Approved By:	
Reason for Disposal:				
Pickup Location:				
RELOCATION	Date Relocated:		Approved By:	
Removed from:	Building:		Room:	
	Department:		Owner:	
Relocated to:	Building:		Room:	
	Department:		Owner:	
LOST / STOLEN	Date Reported to Fixed Asset Manager:			

BUSINESS OFFICE USE ONLY			
Received By:		Date:	
Supervisor Signature:		Date:	