

See Attached

Ballston Spa

Office of Business & Support Services

C E N T R A L S C H O O L D I S T R I C T

Property & Equipment Disposition Form

Instructions: Use this form to record lost, relocated, stolen or any disposed property or equipment. Use a separate form for each item. Return completed form to the Business Office (Attn: Mary Schallehn).

PROPERTY IDENTIFICATION			
Item Description:	EM2 Great Minds Teacher Manuals		Today's Date: 8/30/2024
Manufacturer:	Great Minds		Model:
Serial/Service Tag #:		Notes:	
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☒ Fair ☐ Good ☐ Excellent		
	☒ Other:		
Fixed Asset Tag #:			

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:		Approved By:
Reason for Disposal:	Changed from a national version of the math curriculum to a NY version of the math curriculum		
Pickup Location:	4 Elementary Buildings		
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:	

Number of Copies	Title	Author	Publisher	Copyright Date	ISBN
29	kindergarten module 1 learn	Great Minds	Great Minds	2021	978-1-64497-075-1
29	kindergarten module 2 learn	Great Minds	Great Minds	2021	978-1-64497-076-8
29	kindergarten module 3 learn	Great Minds	Great Minds	2021	978-1-64497-077-5
27	kindergarten module 4 learn	Great Minds	Great Minds	2021	978-1-64497-078-2
27	kindergarten module 5 learn	Great Minds	Great Minds	2021	978-1-64497-079-9
29	kindergarten module 6 learn	Great Minds	Great Minds	2021	978-1-64497-080-5

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