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.

SECTION 1 PROPERTY IDENTIFICATION					
ITEM	Xerox Copier				
Asset tag number:	5812	Building	MS	Room #:	main office
Serial Number:	A2M633160			Model:	Xerox
Equipment Condition:	☒ Broken/Past Useful Life Cycle	☐ Fair	☐ Good	☐ Excellent	
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk
Print Name:	P. Cumiff	Date:	3/7/25		

SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:	YES ☐	NO ☐	Approved:	YES ☐ NO ☐	Resolution #
DISPOSAL					
Reason for Disposal:					
Pickup Location:	Print:		Signature:		
Person who pickup/disposed of property:					
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:	