

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 Schellen~~ Patti Cenniff).

PROPERTY IDENTIFICATION			
Item Description:	Basketball Scorekeeper Table		Today's Date: 12/16/24
Manufacturer:			Model:
Serial/Service Tag #:		Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent ☐ Other:		
Fixed Asset Tag #:	005282		

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
DISPOSAL	Date of Disposal:	Approved By: <i>[Signature]</i>	
Reason for Disposal:	OLD & Broken, NOT Functional (to: Dumpster)		
Pickup Location:	Middle School Annex Gym		
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:	



Cunniff, Patricia <pcunniff@bscsd.org>

Fwd: asset tag for Middle school basketball scoreboard

1 message

Sun, Dec 15, 2024 at 11:33 AM

Schallehn, Mary <mschallehn@bscsd.org>

To: Melissa Lovelass <mlovelass@bscsd.org>, Patricia Cunniff <pcunniff@bscsd.org>

Hello there!!

fyi

He didn't say where it was disposed of or who deposed it..

Hope all is well!!

----- Forwarded message -----

From: **Guardino, Joseph** <jguardino@bscsd.org>

Date: Thu, Dec 12, 2024 at 12:17 PM

Subject: asset tag for Middle school basketball scoreboard

To: Mary Schallehn <mschallehn@bscsd.org>

Hi Mary,

I have asset tag 005282 from a basketball scorers table that we are disposing of.
Would you have the serial/model number and are you the person I send the form to?

Thank you,

Joe Guardino
Interim Athletic Director
Ballston SPa High School