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	Laminator				
Asset tag number:	003565	Building	Milton Terrace	Room #:	copy room
Serial Number:	1042-0668			Model:	27" DRYLAM SL 27
Equipment Condition:	☑ Broken/Past Useful Life Cycle	☐ Fair	☐ Good	☐ Excellent	
Notes:	The broken laminator is in the main office now.				
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk
Print Name:	Kim Cassin	Date:	3/21/25		

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:	