Ballston Spa
CENTRAL SCHOOL DISTRICT

Office of Business & Support Services

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:	Grizzly G0458ZX - 18" 2 HP Open-End Drum Sander			**Today's Date:**	6/16/2025
Manufacturer:	Grizzly			**Model:**	G0458Z
Serial/Service Tag #:	DS2018100595	**Notes:**	Broken - No Use		
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
	☐ Other:				
Fixed Asset Tag #:	010183				

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)				
DISPOSAL	Date of Disposal:		Approved By:	
Reason for Disposal:	BROKEN - NO USE			
Pickup Location:	103			
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:	[signature]	Date:	6/16/25
Supervisor Signature:		Date:	

Rev: 05/2014

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PROPERTY IDENTIFICATION					
Item Description:	14" Delta Band saw			**Today's Date:**	6/16/2025
Manufacturer:	Delta			**Model:**	14" Band saw
Serial/Service Tag #:	994E48228	**Notes:**	Broken Machine		
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
	☐ Other:				
Fixed Asset Tag #:	001053				

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)				
DISPOSAL	Date of Disposal:		Approved By:	
Reason for Disposal:	Broken Machine - No use			
Pickup Location:	High school room 103 - Make sure to take the one with a piece of tap on it that says 'BROKEN"			
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:	Lennett	Date:	6/16/25
Supervisor Signature:		Date:	

Rev: 05/2014