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	Overhead Projector				
Asset tag number:	007240	**Building**	High School	**Room #:**	337
Serial Number:	521005B010706396			**Model:**	9014ED
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	No longer used in classroom				
Recommend Method of Disposal	**Donate** **Sell** **Auction** **Trade-in** **(Junk)**				
Print Name:	Linda McIntyre	**Date:**	June 18, 2025		

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:	

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