

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: <u>Textbooks - see attached list</u>				
Asset tag number:	<u>900096</u>	Building	<u>H.S.</u>	Room #: <u>Main Office</u>
Serial Number:			Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☒ Good ☐ Excellent			
Notes:				
Recommend Method of Disposal	<u>Donate</u>	<u>Sell</u>	<u>Auction</u>	<u>Trade-in</u> <u>Junk</u>
Print Name:	<u>Lisa Perrone</u>	Date:	<u>6-17-25</u>	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE:	<u>6/25</u> 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:	<u>[Signature]</u>	Date:	<u>6/18/25</u>
Supervisor Signature:		Date:	

Subject: e: Texts for disposal this year

message

From: Perrone, Lisa <lperrone@bscsd.org>

To: "Clendenin, Catrina" <cclendenin@bscsd.org>

cc: Perri Anne Rule <prule@bscsd.org>, Deborah Carninati <dcarminati@bscsd.org>

Mon, Jun 16, 2025 at 4:05

Hi ladies,

Can one of you help Catrina with which form is needed for the obsolete textbooks?

Thanks, Lisa

On Mon, Jun 16, 2025 at 1:36 PM Clendenin, Catrina <cclendenin@bscsd.org> wrote:
What form? I don't remember filling one out last year.



On Mon, Jun 16, 2025 at 1:20 PM Perrone, Lisa <lperrone@bscsd.org> wrote:
Wowzers. Okay. There's a form that needs to be filled out and you can attach this to it. I've got to check who it goes to.

On Mon, Jun 16, 2025 at 8:02 AM Clendenin, Catrina <cclendenin@bscsd.org> wrote:

Obsolete Textbooks

Business Education Department

Ballston Spa High School

submitted by Lynne Blake and Catrina Clendenin

Quantity	Title of textbook	ISBN	publisher	year	author
20	Hospitality & Tourism	78682967	McGraw; Hill Glencoe	2006	Silva and Howard
8	Accounting- Real World Applications	9780078935671	McGraw Hill	2012	Guerrieri, Haber, Hoyt, Turner
31	Marketing Essentials	9780021401109	McGraw Hill	2016	Farese, Kimbrell, Woloszyk
31	Street Law: A Course in Practical Law 9th edition	9780021429257	McGraw Hill	2016	
44	Business Management 14th edition	9781305661813	Cengage	2017	
8	Understanding Business & Personal Law 11 edition	78266092	Glencoe McGraw Hill	2003	
4	Understanding Business & Personal Law 11 ed workbooks	7825148	Glencoe McGraw Hill	2003	
2	Business and Personal Law	9780021397228	McGraw Hill	2016	
1	Business and Personal Law Teacher's Edition	9780021400041	McGraw Hill	2016	
1	Business and Personal Law	9780078743696	Glencoe McGraw Hill	2008	
1	Law for Business and Personal Use	9781305653009	South-Western Cengage learning	2017	
3	Sports & Entertainment Marketing	538694777	South- Western	2001	Kaser and Oelkers
27	Sports & Entertainment Marketing	78614015	McGraw Hill	2005	