

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 Book Lot					
Asset tag number:	900125	Building	WR	Room #:	H11M
Serial Number:	See attached			Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	X Junk
Print Name: Patti Cunniff		Date: 7/15/2025			
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:		YES ☒ 8/6	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:	

Copies	Title	Author
200	Math Squared K-5	
40	Animal Behavior, Animal Defenses	Christina Wilson
68	Revolution in NYS	NY Historical Society
16	The NY State Story	Gloria Sesso, Chris Welles Feder
109	Microcourse Units 1 and 2 grade 3	Multiple
27	Junior Great Books Series 3 Book 1	Multiple
33	Junior Great Books Series 3 Book 2	Multiple
14	Series 3 Book 2	Great Books Foundation
14	Series 3 Book 1	Great Books Foundation
3	Here Lies the Librarian	Richard Peck
120	Inquiry in your classroom- upper	Great Books Foundation
120	Inquiry in your classroom- early	Great Books Foundation
120	Inquiry in your classroom- primary	Great Books Foundation
120	Nonfiction Inquiry 3	Great Books Foundation
120	Nonfiction Inquiry 4	Great Books Foundation
120	Nonfiction Inquiry 5	Great Books Foundation
120	Think It! Classroom Set	Great Books Foundation

1,484-

Publisher	Date	ISBN
Chelsea House	2009	978-1-60413-089-8
Scholastic	2005	None
Vaughn/Berrent	2002	0-7398-3968-3
Scholastic	2014	None
Foundation	2006	978-1-933147-02-4
Foundation	2006	978-1-933147-03-1
Foundation	2006	978-193314727-7
Foundation	2006	978-1-933147-26-0
Puffin Books	2006	978-0-14-240908-4
Foundation	2010	978-1-933147-72-7
Foundation	2010	978-1-933147-71-0
Foundation	2010	3
Foundation	2010	9.78194E+12
Foundation	2010	9.78194E+12
Foundation	2010	9.78194E+12
Foundation	2010	9.78193E+12

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 I PROPERTY IDENTIFICATION					
ITEM Obsolete Social Studies Textbooks					
Asset tag number:	See Attached	Building	High School	Room #:	Book room next to rm 202
Serial Number:	See Attached			Model:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Many outdated history textbooks				
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk [X]
Print Name:	Al Mattice		Date: 7/10/25		
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE: 8/6 YES ☒ NO ☐		Approved: YES ☐ NO ☐		Resolution #	
DISPOSAL					
Reason for Disposal: Junk					
Pickup Location:		Print: H.S.		Signature: <i>[Signature]</i>	
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:		<i>[Signature]</i>		Date: 7/13/25	
Supervisor Signature:				Date:	

JUNK

Number of Copies	Title	Author(s)	Publisher	Copyright Date	ISBN	Location
10	Move to Global War, The (IB)	Rogers & Thomas	Oxford	2015	9780198310181	book rm next to 222
8	Psychology 2nd Ed (IB)	Popov & Parker & Smith	Oxford	2017	9780198398110	
5	Cold War Superpower Tensions & Rivalries (IB)	Mamaux	Oxford	2015	9780198310211	
5	Cause & Effects of 20th Century Wars (IB)	Smith	Oxford	2015	9780198310204	
6	Theory of Knowledge (IB)	Bastian & Bammi & Howard	Pearson	2008	9780435994389	
26	Civil Rights & Social Movements in the Americas (IB)	Sanders	Hodder	2013	9781444156508	
3	Introduction to Psychology 8e	Plotnik & Kouyoumsjian	Thomson Wadsworth	2008	9780495103172	
8	US Civil War Causes, Courses & Effects 1840-77 (IB)	N/A	Farmer	2012	9781444156508	
10	Inhuman Bondage	Davis	Oxford	2006	9780195339444	
9	Holt Economics	Pennington	Holt Reinhart Winston	2003	30646847	
7	Sociology and You	Shepard & Greene	National Textbook Co	2001	538430656	
13	Psychology Course Companion (IB)	Crane & Hannibal	Oxford	2009	9780199151295	
7	World History Student Workbook	N/A	Pearson	2008	9780785464082	
21	Street Law 6th Ed	Arbetman & O'Brien	National Textbook Co	1999	314140778	
6	US History and Government 2nd Ed	Peiser & Serber	Amsco	2006	9781567656251	
30	Government in America: People, Politics... 13th Ed (AP)	Edwards & Wattenberg & Lineberry	Pearson	2008	9780131347601	
14	World History Connections to Today	Ellis & Esler	Prentice Hall	1999	134343263	
32	World History The Human Experience	Farah & Berens	Glencoe	1994	28227565	
41	American Spirit 9th Ed Vol. 1, The	Bailey & Kennedy	Houghton Mifflin	1998	39587100X	
46	American Spirit 9th Ed Vol. 2, The	Bailey & Kennedy	Houghton Mifflin	1998	395871018	
38	Freakonomics	Levitt & Dubner	Morrow	2005	006073132X	
33	US Government Democracy in Action	Remy	Glencoe McGraw-Hill	2003	78259835	
5	Government Alive! Power Politic and You	Hart	Teachers Curr Institute	2009	9781934534014	
41	World History Patterns of Interaction Workbook	N/A	McDougal Little		618409386	
6	American History	Dallek & Garcia & Ogle	McDougal Little	2008	9780618556717	
30	History of Latin America, A 9th Ed	Keen & Hayes	Wadsworth	2013	9781133050506	
13	United States History	King & Napp	AGS	2005	785438599	
12	United States History Workbook	King & Napp	AGS	2005	785438610	
3	American Pageant 13th Ed	Kennedy & Cohen & Bailey	Houghton Mifflin	2006	618479406	
16	History of Our World People, Places & Ideas	Billings	Steck-Vaughn	2003	9780739860878	
22	World Book Encyclopedia	N/A	World Book, Inc	1997	716600978	
1	American Pageant AP Ed	Kennedy & Cohen	Wadsworth	2013	9781111831066	
3	Americans, The	Danzer & de Alva & Krieger	McDougal Little	2009	9780618916290	
1	Penguin History of Canada	Bothwell	Penguin	2006	9780143050322	
2	Prentice Hall Economics	O'Sullivan, Sheffrin & Wiggins	Pearson	2013	9780133786543	
1	NYS Regents Review US History & Government	Peiser & Serber	Amsco	2015	9781567656961	
1	Psychology Core Concepts	Zimbardo & Johnson & McCann	Pearson Learning Solution	2009	9780558507152	
1	Psychology 6th ed	Hockenbury and Hockenbury	Worth	2014	9781464163449	

JUNK

Number of Copies	Title	Author(s)	Publisher	Copyright Date	ISBN	Location
1	World History Patterns of Interaction	Beck, Black, Krieger, Naylor	McDougal Littell	2015	618377700	
2	Beginning Theory 3rd ed	Barry	Manchester	2009	9780719079276	
1	Test Prep Series for AP Gov & Poi	Griffin & Stewart	Pearson	2014	9780205870462	
1	American Government Institutions and Policies	Wilson, Dilulio & Bose	Wadsworth	2013	9781111830038	
3	Prentice Hall Brief Review US History & Government	Briggs & Petersen	Pearson	2014	9780133287424	
1	Official SAT Study Guide	N/A	CollegeBoard	2017	9781457309281	
2	Street Law A Course in Practical Law 7th ed	Arbelman & O'Brien	Glencoe	2005	78600197	
1	AP World History 7th ed	McCannon	Barrons	2016	9781438007823	
2	Earth and Its Peoples 5th Ed (AP)	Bulliet/Hirsch/Johnson	Wadsworth	2011	978143986087	
1	World History The Human Experience	Farah & Karls	Glencoe McGraw-Hill	1997	28232194	
1	Boyer's American Nation	Holt, Rinehart & Winston	Harcourt Brace & Co	1998	30506735	
1	American Vision	Appleby, Brinkley, Broussard	Glencoe McGraw-Hill	2003	26641186	
1	US History In the Course of Human Events	Downey, Giese & Metcalf	West	1997	314052453	
1	United States History and Geograpgy	Appleby, Brinkley, Broussard	McGraw Hill	2013	9780078935688	

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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 I PROPERTY IDENTIFICATION				
ITEM Social Studies Textbooks				
Asset tag number:	See Attached	Building	High School	Room #: Book room next to rm 202
Serial Number:	See Attached		Model:	
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☒ Excellent			
Notes:	Many outdated history textbooks			
Recommend Method of Disposal	Donate	Sell [X]	Auction	Trade-in Junk
Print Name:	Al Mattice		Date: 7/10/25	
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)				
Sent to the BOE: 8/6 YES ☒ NO ☐		Approved: YES ☐ NO ☐ Resolution #		
DISPOSAL				
Reason for Disposal: Junk				
Pickup Location:	Print: H.S.	Signature: <i>[Signature]</i>		
Person who pickup/disposed of property:				
RELOCATION				
Removed from:	Date Relocated:		Approved By:	
	Building:		Room:	
Relocated to:	Department:		Owner:	
	Building:		Room:	
Relocated to:	Department:		Owner:	
LOST / STOLEN				
Date Reported to Fixed Asset Manager:				
BUSINESS OFFICE USE ONLY				
Received By:	<i>[Signature]</i>		Date:	7/13/25
Supervisor Signature:			Date:	

SELL

Number of Copies	Title	Author(s)	Publisher	Copyright Date	ISBN	Location	Condition
14	Contemporary Economics 4e	McEachern	Cengage	2018	9781337283021	book rm next to 222	NEW
34	American Pageant AP Ed	Kennedy & Cohen	Wadsworth	2013	9781111831066		NEW
29	World History	King & Lewinski	Pearson	2008	9780785464051		NEW
51	Earth and Its Peoples 6th Ed	Bulliet & Crossley		2015	9781285445632		NEW
21	Good War, the	Terkel	New Press	1990	9781565843431		NEW
81	Magruder's American Government	Shea	Pearson	2016	9780133306996		NEW
91	Americans, The	Danzer & de Alva & Krieger	McDougal Little	2009	9780618916290		USED
30	Penguin History of Canada	Bothwell	Penguin	2006	9780143050322		NEW
30	History of Latin America, A 9th Ed	Keen & Hayes	Wadsworth	2013	9781133050506		NEW
79	American Government Roots & Reform (AP)	O'Connor & Sabato & Yanus	Pearson	2014	9780205865796		USED
129	Earth and Its Peoples 7th Ed (AP)	Bulliet/Hirsch/Johnson	Cengage	2019	9781337401500		USED
88	Ways of the World 5th Ed (AP)	Strayer & Nison	BFW Publishers	2023	9781319409302		NEW
1	Magruder's American Government	Shea	Savvas	2022	978141836343		NEW
1	Krugman's Macroeconomics 2nd Ed (AP)	Ray & Anderson	BFW Worth	2015	9781464142284		NEW
1	American Government Stories of a Nation	Abernathy & Waples	BFW Publishers	2019	9781319195366		NEW
1	American Government Stories of a Nation	Abernathy & Waples	BFW Publishers	2021	9781319344986		NEW
1	American Government Roots & Reform (AP)	O'Connor & Sabato	Pearson	2018	9780134611648		NEW
1	American Democracy Now 4th ed	Harrison, Harris & Deardorff	McGraw Hill	2015	9780076762972		NEW
1	American Government Interactive	Magruder	Savvas	2023	9781418391614		NEW
1	Grade 9 Global History & Geography - 1	Spielvogel	McGraw Hill	2016	9780021429370		NEW
1	World Civilizations	Stearns, Adas, Schwartz & Gilbert	Pearson	2017	9780134444789		NEW

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:	Color LaserJet Pro MFP M182nw		Today's Date: 6/10/25
Manufacturer:			Model:
Serial/Service Tag #:	VNB3K18046	Notes:	
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent ☐ Other: no longer powers on		
Fixed Asset Tag #:			

PROPERTY STATUS (Disposed, Relocated, Lost or Stolen)			
Sent to BOE: 7/16			
DISPOSAL	Date of Disposal:	Approved By:	
Reason for Disposal:	does not work anymore (tech also tried to fix it)		
Pickup Location:	Milton Terrace (Main Office)		
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:	<i>[Signature]</i>	Date:	7/14/25
Supervisor Signature:		Date:	

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SECTION I PROPERTY IDENTIFICATION					
ITEM <u>VC R</u>					
Asset tag number:	<u>0927</u>	Building	<u>HS</u>	Room #:	<u>328</u>
Serial Number:	<u>10MCO00 263</u>			Model:	<u>AG 1780</u>
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☐ Fair ☒ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate Sell Auction Trade-in <u>Junk</u>				
Print Name:	<u>Rousseau</u>		Date:	<u>6/18/21</u>	
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/dispensed 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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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 Photo Copier					
Asset tag number:	5795	Building	HS	Room #:	232
Serial Number:	BG2949239			Model:	D95
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	<u>X Junk</u>
Print Name: Patti Cunniff	Date: 7/15/2025				
SECTION II PROPERTY STATUS (TO BE COMPLETED BY FIXED ASSETS)					
Sent to the BOE:	YES ☒ 8/6	NO ☐	Approved:	YES ☐ NO ☐	Resolution #
DISPOSAL					
Reason for Disposal:					
Pickup Location:	Print:	Signature:			
Person who pickup/disposed of property:					
RELOCATION					
Removed from:	Date Relocated:		Approved By:		
	Building:		Room:		
Relocated to:	Department:		Owner:		
	Building:		Room:		
	Department:		Owner:		
LOST / STOLEN					
Date Reported to Fixed Asset Manager:					
BUSINESS OFFICE USE ONLY					
Received By:	<i>P. Cunniff</i>			Date:	7/15/25
Supervisor Signature:				Date:	