

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 Video Game Television		WSWHE BOCES Ballston Spa CSD  03-00006968	
Asset tag number:	03-00006968	Building	HS
Room #:	Cafeteria	Serial Number:	Not recognizable
Model:		Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent
Notes:	TV smashed when Johnson Controls tested the system and the doors in the cafeteria came down. The door went up and down several times on the television		
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk		
Print Name: PerriAnne Rule	Date: 20 August 2026		
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:		

RECEIVED
AUG 21 2026
BUSINESS OFFICE

BUSINESS OFFICE USE ONLY

Received By:

Date:

Supervisor Signature:

Date:

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM Bus # 226- Chevy Suburban					
Asset tag number:	63	Building	Transp Garage	Room #:	
Serial Number:	3GNGK26U03G226657			Model:	Chevrolet Suburban
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:	John Fay		Date: email 07/23/2026		
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:			

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM Bus # 311					
Asset tag number:	6313	Building	Transp Garage	Room #:	
Serial Number:	4UZABRDT5DCFB1886			Model:	Thomas C2
Equipment Condition:	☒ Broken/Past Useful Life Cycle ☐ Fair ☐ Good ☐ Excellent				
Notes:	Scrap yard- port of Albany				
Recommend Method of Disposal	Donate Sell Auction Trade-in Junk				
Print Name:	John Fay		Date: email 5/21/2026		
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:			

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Received By:		Date:	
Supervisor Signature:		Date:	

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SECTION 1 PROPERTY IDENTIFICATION				
ITEM Bus # 312				
Asset tag number:	6314	Building	Transp Garage	Room #:
Serial Number:	4UZABRDT7DCFB1887		Model:	Thomas C2
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☒ Fair ☐ Good ☐ Excellent			
Notes:				
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in Junk
Print Name:	John Fay		Date: email 7/16/2026	
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/dropped 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:			

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM Bus # 314					
Asset tag number:	6315	Building	Transp Garage	Room #:	
Serial Number:	4DRBUSKL1EB311489			Model:	Thomas C2
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☒ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk
Print Name:	John Fay		Date: email 8/26/2026		
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:			

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Supervisor Signature:		Date:	

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SECTION 1 PROPERTY IDENTIFICATION					
ITEM Bus # 329					
Asset tag number:	4830	Building	Transp Garage	Room #:	
Serial Number:	4DRBUC8N2FB675386			Model:	CESB
Equipment Condition:	☐ Broken/Past Useful Life Cycle ☒ Fair ☐ Good ☐ Excellent				
Notes:					
Recommend Method of Disposal	Donate	Sell	Auction	Trade-in	Junk
Print Name:	John Fay		Date: email 5/21/2026 8/26		
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:	