Sweet Home Central School
District of Amherst and
Tonawanda

Sweet Home Athletics
Department 1901 Sweet Home Road • Amherst,
New York 14228

Equipment/Surplus Disposal Form

Date: September 17, 2026

Item Description:	Austin Air Filter
Model Number:	HM 400
Serial Number:	601621200
Asset Tag Number(s):	20220026

Quantity:	1
Location item(s) being removed from Room #:	High School - Band room 415
Reason:	End of life

Disposition:
- ☐ To be auctioned
- ☐ To be recycled
- ☑ To be recycled (electronics)
- ☐ To be recycled if no bidder at auction
- ☐ To Be disposed

Custodian's Name: Thomas Rackl	Custodian's Signature: TRackl	Date: 9/17/26
Admin./Supervisor: Marissa Tavella	Admin/ Supervisor's Signature:	Date: 9/18/26

Board of Education approval date:_____
Date physically removed from Sweet Home property:_____

Sweet Home Central School District
Equipment/Surplus
Disposal Form

Date: 9/23/26

Equipment:
Item Description: LaserJet Printer
Model Number: HP LaserJet 4200
Serial Number(s): USBNM20753
Asset Tag #(s): PR-GD-Moffice

Quantity: 1

Location & Room # being removed from: Glendale - Nurse's Office

Reason: does not work - unable to be fixed/replaced

Disposition: ☐ To be auctioned ☐ To be recycled if no bidder at auction

☐ To be recycled ☑ To be electronics recycled

Custodian Signature: [signature]

Printed Name of Custodian: Josh Kapuszcak

Administrator/Supervisor Signature: [signature]

Printed Name of Administrator: Karen DeLaPlante

Board of Education approval date: _____

Date physically removed from Sweet Home property: _____

Rev. KMJ 7-11-19