

Lyme Central School District

11868 Academy Street, Chaumont, NY 13622

Equipment Disposal Form

Complete this form if equipment is sold, transferred, or otherwise disposed of.
Please return the completed form to the Business Office.

Requestor Information

Name: Lydia Doolittle Title: Library Media Specialist
 Date: 4/16/24 Dept. Library
 Signature: *Lydia Doolittle*

Type of Disposition

- | | |
|--|--|
| <input checked="" type="checkbox"/> DISCARDED/ SCRAPPED
<input type="checkbox"/> SOLD
<input type="checkbox"/> SURPLUS
<input checked="" type="checkbox"/> DONATED
<input type="checkbox"/> TRADED-IN/REPLACED | <input type="checkbox"/> LOST/STOLEN
<input type="checkbox"/> INTERCAMPUS TRANSFER
<input type="checkbox"/> TRANSFERRED OF CAMPUS
<input type="checkbox"/> TRANSFERRED TO BOCES
<input type="checkbox"/> OTHER |
|--|--|

Equipment Disposal Date _____

New Location (If Transferred) _____

Recipient & Price Paid (If sold, traded-in, etc) _____

Reason for Disposition

*books are damaged, outdated, or have not been circulated in several years
 -books that are well-read have been (or will be) replaced; others will be donated or discarded*

Description of Equipment

Description	Model Number	Tag Number
<i>library books - please see attached list</i>	_____	_____
_____	_____	_____
<i>TOTAL OF 689 items</i>	_____	_____
_____	_____	_____
_____	_____	_____

FOR BUSINESS OFFICE USE ONLY

- Copy to District Clerk for BOE Minutes
 Board Approval Date: May 9, 2024
- Original to District Treasurer
 Signature: *Ariana Mai*
- Asset removed from Inventory
- Asset Scanned to Shared Folder