

MEMORANDUM

To: Mr. T. Wiggins
Maintenance Director

From: Linda Ionta, Director
Athletics, Health, Physical Education & Nurses

Re: Equipment Disposal

Date: October 6, 2014

The following items are to be removed for *sale or discard* from the Union High School's Weight Room: (see attached forms)

<u>Description</u>	<u>Qty.</u>	<u>UBOE #</u>
1. Universal Back Extension Machine	1	01207
2. Universal Pec Deck	1	01223
3. Universal Chest Press/Bicep Curl Machine	1	01231
4. Universal Tricep/Dip Machine	1	05263
5. Universal Leg Curl/V Bench Machine	1	05446
6. Maxicam Rotary Torso Machine	1	05478
7. Maxicam Pullover Machine	1	No Tag
8. Universal Standing Bicep Curl Machine	1	No Tag
9. Universal Chest Press	1	No Tag
10. Champion Barbell Long Pull Machine	1	No Tag
11. Universal High Pulley Machine	1	No Tag
12. Universal Seated Leg Curl Machine	1	No Tag
13. Universal Leg Extension Machine	1	No Tag
14. Dynamax Pro Weight Assisted Chin/Dip Combo	1	No Tag

If you have any questions, please call me at x6508.

Copy to:
Arlene Lombardi - Administration

NOTIFICATION OF ASSET CHANGE OF STATUS

_____ **ADDITION**_____

_____ **MOVEMENT**_____

 x

_____ **DISPOSAL**_____

TAG NUMBER: _____ 01223

ASSET DESCRIPTION OR ASSET CODE: _____ Universal Pec Deck

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM: _____

AREA/ROOM: CURRENT: UHS Weight Room FROM: _____

DEPARTMENT: CURRENT: Athletics FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ **SERIAL NUMBER:** _____

DATE ACQUIRED: _____ **HISTORIC VALUE:** _____

P.O. NUMBER: _____ **GRANT NUMBER:** _____

CONDITION: _____ **DISPOSITION:** _____

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: _____ Broken Equipment

DATE OF DISPOSAL: _____ **APPROVAL:** _____

ASSET ADMINISTRATOR APPROVAL: _____  _____ **DATE:** _____ 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

 ADDITION MOVEMENT x DISPOSAL

TAG NUMBER: NONE

ASSET DESCRIPTION OR ASSET CODE: Maxicam Pullover Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM:

AREA/ROOM: CURRENT: UHS Weight Room FROM:

DEPARTMENT: CURRENT: Athletics FROM:

MANUFACTURER:

MODEL NUMBER: SERIAL NUMBER:

DATE ACQUIRED: HISTORIC VALUE:

P.O. NUMBER: GRANT NUMBER:

CONDITION: DISPOSITION:

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: APPROVAL:

ASSET ADMINISTRATOR APPROVAL: *Linda Danta* DATE: 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

 ADDITION MOVEMENT x DISPOSAL

TAG NUMBER: 6 5446

ASSET DESCRIPTION OR ASSET CODE: Universal Leg Curl/V Bench Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM: _____

AREA/ROOM: CURRENT: UHS Weight Room FROM: _____

DEPARTMENT: CURRENT: Athletics FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE ACQUIRED: _____ HISTORIC VALUE: _____

P.O. NUMBER: _____ GRANT NUMBER: _____

CONDITION: _____ DISPOSITION: _____

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL:  DATE: 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

_____ ADDITION _____ MOVEMENT x DISPOSAL

TAG NUMBER: NONE

ASSET DESCRIPTION OR ASSET CODE: Champion Barbell Long Pull Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM: _____

AREA/ROOM: CURRENT: UHS Weight Room FROM: _____

DEPARTMENT: CURRENT: Athletics FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE ACQUIRED: _____ HISTORIC VALUE: _____


P.O. NUMBER: _____ GRANT NUMBER: _____

CONDITION: _____ DISPOSITION: _____

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL:  DATE: 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

 ADDITION

 MOVEMENT

 x

DISPOSAL

TAG NUMBER:

 NONE

ASSET DESCRIPTION OR ASSET CODE:

 Dynamax Pro Weight Assisted Chin/Dip Combo

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING:

CURRENT: UHS

FROM:

AREA/ROOM:

CURRENT: UHS Weight Room

FROM:

DEPARTMENT:

CURRENT: Athletics

FROM:

MANUFACTURER:

MODEL NUMBER:

SERIAL NUMBER:

DATE ACQUIRED:

HISTORIC VALUE:

P.O. NUMBER:

GRANT NUMBER:

CONDITION:

DISPOSITION:

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL:

 Broken Equipment

DATE OF DISPOSAL:

APPROVAL:

ASSET ADMINISTRATOR APPROVAL:

 Rick Dente

DATE:

 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

____ ADDITION

____ MOVEMENT

x

DISPOSAL

TAG NUMBER: _____ 05478

ASSET DESCRIPTION OR ASSET CODE: Maxicam Rotary Torso Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM: _____

AREA/ROOM: CURRENT: UHS Weight Room FROM: _____

DEPARTMENT: CURRENT: Athletics FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE ACQUIRED: _____ HISTORIC VALUE: _____

P.O. NUMBER: _____ GRANT NUMBER: _____

CONDITION: _____ DISPOSITION: _____

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL: _____

DATE: 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

_____ ADDITION _____ MOVEMENT x DISPOSAL

TAG NUMBER: _____ 05263

ASSET DESCRIPTION OR ASSET CODE: Universal Tricep/Dip Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM: _____

AREA/ROOM: CURRENT: UHS Weight Room FROM: _____

DEPARTMENT: CURRENT: Athletics FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE ACQUIRED: _____ HISTORIC VALUE: _____

P.O. NUMBER: _____ GRANT NUMBER: _____

CONDITION: _____ DISPOSITION: _____

B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL:  _____ DATE: 10/6/2014

NOTIFICATION OF ASSET CHANGE OF STATUS

 ADDITION

 MOVEMENT

 x DISPOSAL

TAG NUMBER: NONE

ASSET DESCRIPTION OR ASSET CODE: Universal Standing Bicep Curl Machine

A. ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: UHS FROM:

AREA/ROOM: CURRENT: UHS Weight Room FROM:

DEPARTMENT: CURRENT: Athletics FROM:

MANUFACTURER:

MODEL NUMBER: SERIAL NUMBER:

DATE ACQUIRED: HISTORIC VALUE:

P.O. NUMBER: GRANT NUMBER:

CONDITION: DISPOSITION:

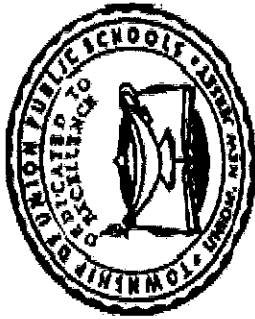
B. DISPOSAL OF AN ASSET

REASON FOR DISPOSAL: Broken Equipment

DATE OF DISPOSAL: APPROVAL:

ASSET ADMINISTRATOR APPROVAL: *Rick Datta* DATE: 10/6/2014

Township of Union Public Schools



Materials/Equipment Disposal Form

School	Item Description	Serial #	Disposal Date	Reason for Discard	Teacher
Battle Hill	TV	1342007539	On or before Jan 1st	Not being used	
	TV	302805398	On or before Jan 1st	Not being used	
	TV Stands (3)		On or before Jan 1st	Not being used	
Connecticut Farms	Desk Top	3504	On or before Jan 1st	Not working	
Franklin	Dukane Slide Projector	1376001	On or before Jan 1st	Outdated	C. Wojcik
	Overhead Projector	25308R	On or before Jan 1st	Broken	C. Wojcik
	Overhead Projector	12050121702	On or before Jan 1st	Broken	C. Wojcik

Materials/Equipment Disposal Form

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School	Item Description	Serial #	Disposal Date	Reason for discard	Teacher
Hannah			On or before January 1st		
			On or before January 1st		
Jefferson	CD Player/Stereo	23681	On or before January 1st	Outdated	A. DelValle
	DVD Player		On or before January 1st	Outdated	A. DelValle
	CPU/Monitor	1987030	On or before January 1st	Outdated	L. Hochuli-Gym
	Panasonic VHS/DVD	E51A42923	On or before January 1st	Outdated	Mr. Kalola
	Sony VCR/DVD	0671396	On or before January 1st	Outdated	B. Nicholls
Livingston	Laser Player	01972	On or before January 1st	Outdated	
	Laser Player	04241	On or before January 1st	Outdated	
	Laser Player	02280	On or before January 1st	Outdated	
	Laser Player	02029	On or before January 1st	Outdated	
	Laser Player	01994	On or before January 1st	Outdated	
	Laser Player	11301	On or before January 1st	Outdated	
	Laser Player	02034	On or before January 1st	Outdated	

Materials/Equipment Disposal Form

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School	Item Description	Serial #	Disposal Date	Reason for discard	Teacher
Livingston	Laser Player	02139	On or before January 1st	Outdated	
	Laser Player	04210	On or before January 1st	Outdated	
	Laser Player	04218	On or before January 1st	Outdated	
	Laser Player	04228	On or before January 1st	Outdated	
	Laser Player	04212	On or before January 1st	Outdated	
	VCR	02342	On or before January 1st	Outdated	
	VCR	01931	On or before January 1st	Not working	
	VCR	02028	On or before January 1st	Not working	
	DVD Player	04261	On or before January 1st	Not working	
	DVD Player	017360	On or before January 1st	Not working	
	Computer Tower	04907	On or before January 1st	Very Old	
	Computer Tower	02532	On or before January 1st	Very Old	
	Overhead Projector	01772	On or before January 1st	Not working	
	VCR	17361	On or before January 1st	Outdated	

Washington	3 M Projector	T7F26780559	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780689	On or before January 1st	Not Working	Main Office
	3 M Projector	T8A05722030	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780459	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780558	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780898	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780522	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780352	On or before January 1st	Not Working	Main Office
	3 M Projector	68423557	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780464	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780554	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780589	On or before January 1st	Not Working	Main Office
	3 M Projector	T7F26780715	On or before January 1st	Not Working	Main Office

Materials/Equipment Disposal Form

School	Item Description	Serial #	Disposal Date	Reason for discard	Teacher
Washington	DVD Player		On or before January 1st		B. Masko
	VHS Player	638461601	On or before January 1st		B. Masko
	CD Player	RO281CL382369	On or before January 1st	Not Working	D. Billelli
	Karoke Machine	K601930114	On or before January 1st	Not Working	D. Billelli
	TV		On or before January 1st	Do Not Use	D. Courtney & N. Meyerhoff
	VCR		On or before January 1st	Do Not Use	D. Courtney & N. Meyerhoff
	TV Bracket		On or before January 1st	Do Not Use	D. Courtney & N. Meyerhoff
	Overhead Projector		On or before January 1st	Do Not Use	D. Kloc

Materials/Equipment Disposal Form

School	Item Description	Serial #	Disposal Date	Reason for discard	Teacher
UHS	Two Overhead Projectors		On or before January 1st	Obsolete	M. Dreher
	Overhead Projector		On or before January 1st	Not Used	D. Erdman
	Epson Photo Stylist Printer	CZYK037315	On or before January 1st	Not Working	J. Gabriel
	I mac	01585	On or before January 1st	Obsolete	N. Miller
	Digital Scale	01015	On or before January 1st	Broken	C. Novoa
	24 Computers		On or before January 1st	Not Working	E. Oyola
	HP Plotter		On or before January 1st	Not Working	E. Oyola
	Thermolyne Hot Plate		On or before January 1st	Broken	S. Piotrowski
	Shredder	FT04219582000130	On or before January 1st	Does Not Work	G. Frain
	Folding Machine	65111	On or before January 1st	Not Working	G. Frain
	Folding Machine	804909	On or before January 1st	Does Not Work	G. Frain
	Dell Laptop	05941 (BOE)	On or before January 1st	Not Working	L. Jarossi
	Dell Laptop	05942 (Boe)	On or before January 1st	Not Working	L. Jarossi
	Paper Folder	1501	On or before January 1st	Broken	L. Perez Main Office

Materials/Equipment Disposal Form

School	Item Description	Serial #	Disposal Date	Reason for discard	Teacher
Burnet MS	Overhead Projector	16611	On or before January 1st	Do not use	M. Baise
	Overhead Projector	1473198	On or before January 1st	Do not use	A. Caldant
	File Cabinet		On or before January 1st	Not using	A. Caldant
	Overhead Projector		On or before January 1st	Not using	131
	Overhead Projector		On or before January 1st	Not using	255
	Overhead Projector		On or before January 1st	Not using	M. Consentene
	Opaque Projector		On or before January 1st	Outdated	D'Avanzo
	(2)Magnavox TV-Channel One		On or before January 1st	Outdated	Joan Estis
	Sony TV KV-20VM30		On or before January 1st	Outdated	Joan Estis
	TV on Wall		On or before January 1st		E. Gabriel
	Brother Typewriter		On or before January 1st	Do Not use	Guidance Office
	Panasonic TV		On or before January 1st	Do Not Use	Guidance Office
	Ambassador Industrial Shredder	590452416619	On or before January 1st	Broken beyond Repair	Main Office

