MEMORANDUM

To:

Pat Ditri, Administrative Assistant

Business Office

From:

Linda Ionta, Director of Athletics,

Health, Physical Education & Nurses

Re:

Disposal of Equipment

Date:

March 26, 2013

The following items were located in the Weight Room at the High School and have been relocated to the Hannah Caldwell storage center on March 26, 2013, for disposal, *pending Board approval*.

<u>Total</u>	<u>Description</u>	UBOE Tag Code #
1	Aerodyne Bike	04423
1	Aerodyne Bike	04428
. 1	Aerodyne Bike	none
1	Star-Trac Stair Stepper	none

Any concerns or questions, please call me at x6508.

Copy to:

Janice Hibbard - Maintenance Department

NOTIFICATION OF ASSET CHANGE OF STATUS ADDITION **DISPOSAL** MOVEMENT TAG NUMBER: 04423 & 04428 ASSET DESCRIPTION OR ASSET CODE: 3 Aerodyne Bikes - 1 does not have any tag code # A. ADDITION OR MOVEMENT OF AN ASSET BUILDING: CURRENT: Hannah Caldwell FROM: UHS AREA/ROOM: CURRENT: Storage Center FROM: Weight Room DEPARTMENT: CURRENT: HC "Storage" Center FROM: High School Weight Room MANUFACTURER: MODEL NUMBER: **SERIAL NUMBER:** HISTORIC VALUE: DATE ACQUIRED: P.O. NUMBER: GRANT NUMBER: _____DISPOSITION: CONDITION: Poor **B. DISPOSAL OF AN ASSET REASON FOR DISPOSAL:** Non repairable - poor condition. APPROVAL: DATE OF DISPOSAL: ASSET ADMINISTRATOR APPROVAL: DATE: 3/26/2013 Linda Ionta MOORE INDUSTRIES, INC. ONE HUNDRED FOURTEEN ESSEX STREET, ROCHELLE PARK, NEW JERSEY 07662 (201) 909-9770

NOTIFICATION OF ASSET CHANGE OF STATUS ADDITION MOVEMENT Х DISPOSAL TAG NUMBER: ____N/A ASSET DESCRIPTION OR ASSET CODE: 1 Star-Trac Stair Stepper - does not have any tag code # A. ADDITION OR MOVEMENT OF AN ASSET BUILDING: CURRENT: Hannah Caldwell FROM: UHS AREA/ROOM: CURRENT: Storage Center FROM: Weight Room DEPARTMENT: CURRENT: HC "Storage" Center FROM: High School Weight Room **MANUFACTURER:** MODEL NUMBER: SERIAL NUMBER: DATE ACQUIRED: HISTORIC VALUE: P.O. NUMBER: GRANT NUMBER: DISPOSITION: CONDITION: Poor B. DISPOSAL OF AN ASSET **REASON FOR DISPOSAL:** Poor condition - unrepairable DATE OF DISPOSAL: _____APPROVAL: ASSET ADMINISTRATOR APPROVAL: 3/26/2013 Linda lonta MOORE INDUSTRIES, INC. ONE HUNDRED FOURTEEN ESSEX STREET, ROCHELLE PARK, NEW JERSEY 07662 (201) 909-9770