

WISSAHICKON SCHOOL DISTRICT

Ambler, Pennsylvania 19002-3496

M E M O

DATE: April 25, 2022
TO: Dr. Crisfield
FROM: Wade Coleman
RE: Obsolete Equipment

Below is a summary of Obsolete Supplies, Equipment and Other Property from several of the schools. The full list of items is available for review in the Business Administrator's office and on the website.

Filing Cabinet, Electric Hole Punch

Buildings & Grounds
High School
Shady Grove
Stony Creek

Books, Textbooks, Workbooks, Car Seats
and various small kitchen appliances from
FCS, various supplies & lab equipment
from Science Dept.

Curriculum
Central Office
Blue Bell
Lower Gwynedd
Shady Grove
Stony Creek
High School

Cello

Music
Stony Creek

Bike Helmets & Ping Pong Table

Physical Education
High School

Cameras, Digital Adaptor, CD/DVD/VCR
Players, Speakers, Camcorder, Dish
Receiver and misc. devices

Technology
Stony Creek
High School

Bus

Transportation

Board Approved 5/2/22

Wissahickon School District

Obsolete Equipment Form

**Building &
Dept:**

SG Library


Board Approval
Date:

5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

[illegible]

REQUESTOR Shad Kuff B


BUILDING PRINCIPAL

DEPT ADMINISTRATOR

Wade Coleman / BTR
BUSINESS MANAGER

**Wissahickon School District
Obsolete Equipment Form**

Building & Dept: Lower Gwynedd Elementary Library

Board Approval Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
outdated low/no circulation		Books and Audiobooks on CD	Donate			

Colleen Meulstee

REQUESTOR

3-11-21

DATE:

Sue Kanopka

BUILDING PRINCIPAL

3-14-2022

DATE

[Signature]

DEPT ADMINISTRATOR

3/17/22

DATE

Wade Coleman / BV

BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office

[illegible]

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office.

Wissahickon School District Obsolete Equipment Form

[illegible]

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District Obsolete Equipment Form

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District Obsolete Equipment Form

**Building &
Dept:**

Wissahickon High School

Board Approval

Date:

5/8/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

<i>Requestor</i>			<i>Dept Administrator</i>	<i>Dept Administrator</i>	<i>Business Office</i>	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Outdated	18	ISBN# 978-0-619-20026-8 Microsoft Office 2003,	Trash			
		purchased in 2004				

R. Steinberg

REQUESTOR

4/5/22

DATE

[Signature]

BUILDING PRINCIPAL

4/5/22

DATE

[Signature]

DEPT ADMINISTRATOR

4/8/22

DATE

[Signature]

BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

WHS

Building & Dept: _____

Board Approval Date: 5/2/22

*** ALL BOOKS NEED ISBNs.

Requestor			Dept Administrator	Notify Business Office (How & When)	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number/Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
New texts were purchase	68	We the People: the Citizen & the Constitution, 4th edition, Level 3, Center for Civic Education, ISBN: 978-0898818232-3, 2016 purchased, © 2009	Recycle/Resell			
New texts were purchase	60	Psychology and You, 2nd edition, ISBN: 0-314-02772-6, 1995 purchased, © 1995, West Publishing Company	Recycle/Resell			
New texts were purchase	60	United States: History & Geography, ISBN: 978-0-07-664688-3, McGraw Hill, purchased in 2016, © 2016	Recycle/Resell			

[Signature]

REQUESTOR

4/6/22
DATE

[Signature]

BUILDING PRINCIPAL

4/6/22
DATE

[Signature]
~~Susan Inderbitzin~~

DEPT ADMINISTRATOR

4/8/22
DATE

Wade Coleman/BK

BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District
Obsolete Equipment Form

Building &
Dept: Science, WHS

Board Approval
Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Equipment Outdated, r	2	Lab Centrifuge	trash ↓			
Equipment Outdated	7	Pasco pH Sensor				
Equipment Outdated	1	Plant Specimen in Acrylic				
Broke/Unusable	67	Safety Goggles				

M. Burgoyne
REQUESTOR
2.10.22
DATE

W. Flaw
BUILDING PRINCIPAL
2.10.22
DATE

DEPT ADMINISTRATOR

DATE

Wade Coleman/Bor
BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building &

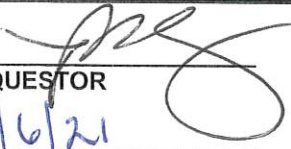
Dept: FCS - HS

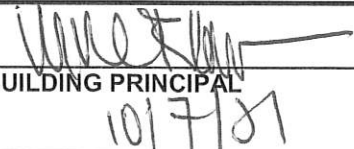
Board Approval

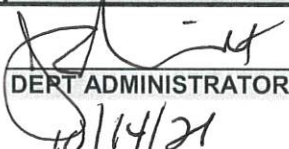
Date: 5/2/22

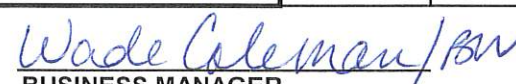
*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
No longer safety compliant	2	Car seats for real care babies	Trash, they are for the dolls and are outdated			
teflon is scratched	5	3 qt sauce pans	donate or trash			
used in curriculum any more	2	fryers	trash			
no longer needed	1	4 slice toaster	donate or trash			
not sure if it is safe to use.	2	2 burner hot plate	donate or trash			
broken	1	4 drawer filing cabinet	trash			


 REQUESTOR
10/6/21
 DATE


 BUILDING PRINCIPAL
10/7/21
 DATE


 DEPT ADMINISTRATOR
10/14/21
 DATE


 BUSINESS MANAGER

 DATE

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District Obsolete Equipment Form

**Building &
Dept:**

Wissahickon High School HPE, Founds

Board Approval

Date:

5/8/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

<i>Requestor</i>			<i>Dept Administrator</i>	<i>Dept Administrator</i>	<i>Business Office</i>	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
buckles are broken	8	bike hemets	discard			
frame is broken	1	ping pong table	discard			

Amy Founds

Amy Founds

REQUESTOR

BUILDING PRINCIPAL

DEPT ADMINISTRATOR

BUSINESS MANAGER

4/8/22

4/8/22

DATE

DATE

DATE

DATE

Please submit to Beth Valerio at Central Office.

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District
Obsolete Equipment Form

Building &

Dept: WHS/World Language Department

Board Approval

Date: 5/8/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
outdated	79	Hatasa Hatasa Makino 2 workbook	discard			
outdated	47	Hatasa Hatasa Makino 1 workbook	discard			
outdated	4	E.Ki Cassette/CD Players	discard			
outdated	1	Dish receiver	discard			
outdated	1	Panasonic VCR	discard			
outdated	1	Sony DVD Player	discard			
outdated	1	Cambridge Soundworks External speakers	discard			
outdated	1	Canon ZR800 Camcorder	discard			

N. Perrine-Wilson
REQUESTOR

4/8/2022
DATE

MANUEL ALAR
BUILDING PRINCIPAL

4/8/22
DATE

Wade Coleman
DEPT ADMINISTRATOR

4/8/22
DATE

Wade Coleman
BUSINESS MANAGER

4/8/22
DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District

Obsolete Equipment Form

Building & Dept:

TRANSPORTATION

Board Approval Date:

5/2/22

*** ALL BOOKS NEED ISBNs.

Requestor			Dept Administrator	Notify Business Office (How & When)	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number/Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
OUT OF SERVICE	1	B60-2010 INTERNATIONAL 84 PASSENGER	scrap			

Karen Jones Carey

REQUESTOR

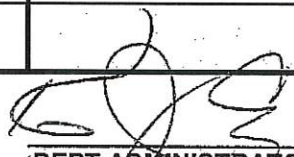
3/10/2022

DATE

Transportation


BUILDING PRINCIPAL

DATE



DEPT ADMINISTRATOR

DATE



BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

**Wissahickon School District
Obsolete Equipment Form**

Building & Dept: WHS

Board Approval Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Broken	1	GBC Electric Punch 3230 S/N ZL18990H	discard or trash			

[Signature]
REQUESTOR

[Signature]
BUILDING PRINCIPAL

[Signature]
DEPT ADMINISTRATOR

Wade Coleman/BV
BUSINESS MANAGER

2.8.22
DATE

2.8.22
DATE

DATE

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building & Dept: **WHS- Special Education**

Board Approval

Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
No longer needed	x8	Blue computer tables from ILL @ WHS	discard - trash			

John High

REQUESTOR
4/4/2022

DATE

[Signature]
BUILDING PRINCIPAL

4/4/22

DATE

[Signature]
DEPT ADMINISTRATOR

4/11/22

DATE

[Signature]
BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building & Dept: WHS

Board Approval Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Not needed	1	File cabinet, vertical 4-drawer	trash, recycle, discard			

M. Perlman
REQUESTOR
3/9/2022
DATE

[Signature]
BUILDING PRINCIPAL
3/9/2022
DATE

[Signature]
DEPT ADMINISTRATOR
4/11/22
DATE

[Signature]
BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District

Obsolete Equipment Form

Building &

Dept: WHS, School Counseling

Board Approval


Date: 5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

[illegible]

REQUESTOR

1/4/2022
DATE


BUILDING PRINCIPAL

DATE 1/4/22

C. Mook
DEPT ADMINISTRATOR


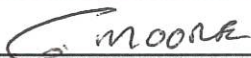
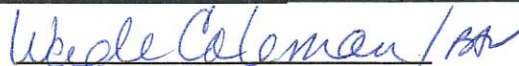
DATE 4/11/22

Wade Coleman/son
BUSINESS MANAGER

DATE _____

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building & Dept: <u>High School</u>			Board Approval Date: <u>5/2/22</u>				
*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.							
Requestor			Dept Administrator	Dept Administrator	Business Office		
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)	
broken	12	student desks	recycle				
broken	20	student chairs	recycle				
broken	3	wooden tables	recycle				
broken	6	task chairs	recycle				
broken	1	teacher desk	recycle				
broken	1	metal filing cabinet	recycle				
rusted through	2	outside metal trash cans	recycle				
broken	1	4 well warmer insert	recycle				
broken	2	Alto-sham Kitchen food warmer	recycle				
broken	1	Cresco Kitchen food warmer	recycle				
broken	1	lower kitchen refrigerator	recycle				
No longer in use	7	camera servers, mounting rack, 1 monitor	recycle				
<u>Ryan Snyder</u> REQUESTOR <u>4/6/22</u> DATE		 BUILDING PRINCIPAL <u>4/6/22</u> DATE		 DEPT ADMINISTRATOR <u>4/11/22</u> DATE		 BUSINESS MANAGER _____ DATE	

Please submit to Beth Valerio at Central Office.

Wissahickon School District Obsolete Equipment Form

Building &

Dept: CURRICULUM & INSTRUCTION, Central Office

Board Approval

Date:

***** ALL BOOKS NEED ISBNs.**

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

[illegible]

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District
Obsolete Equipment Form

Building &
Dept: CURRICULUM & INSTRUCTION, Central Office

Board Approval
Date: 5/2/22

*** ALL BOOKS NEED ISBNs.

Requestor			Dept Administrator	Notify Business Office (How & When)	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number/Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Outdated	58	EDM - DVDs & CDs	Recycle/ Dispose			
Outdated	3 boxes	Elementary Social Studies DVDs & CDs	Recycle/ Dispose			
New Program	32	WONDERS: Your Turn Practice Books Grades 1-5	<i>Resell</i> / Recycle/ Dispose			
New Program	8	WONDERS: Interactive Work Textbooks Grades 2-5	<i>Resell</i> / Recycle/ Dispose			
New Program	62	WONDERS: Assessment Books- Benchmark, Weekly & Unit. Grades K-5	<i>Resell</i> / Recycle/ Dispose			
New Program	11	WONDERS: Intervention Wonder Works- Teacher Editions. K- 5	<i>Resell</i> / Recycle/ Dispose			
New Program	30	WONDERS: Teacher Editons- Single Units. K-5	<i>Resell</i> / Recycle/ Dispose			

REQUESTOR _____

BUILDING PRINCIPAL _____

[Signature]
DEPT ADMINISTRATOR

Wade Coleman
BUSINESS MANAGER

DATE _____

DATE _____

4/8/22
DATE

DATE _____

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Wissahickon School District
Obsolete Equipment Form

Building &

Dept: CURRICULUM & INSTRUCTION, Central Office

Board Approval

Date: 5/2/22

*** ALL BOOKS NEED ISBNs.

Requestor			Dept Administrator	Notify Business Office (How & When)	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number/Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
New Program	10	9780153858826- Grade 1 A Child's View Textbooks	Sell , then Recycle			
New Program	68	9780153472923- Grade 1 A Child's View Homework Books	Sell , then Recycle			
New Program	1	9780153858963- Grade 2- People We Know Teacher Edition	Sell , then Recycle			
New Program	13	9780153858833- Grade 2 People We Know Textbooks	Sell , then Recycle			
New Program	6	9780153472930- Grade 2 People We Know Homework Books	Sell , then Recycle			
New Program	12	9780153858840- Grade 3 Our Communities Textbooks	Sell , then Recycle			
New Program	13	9780153472947- Grade 3 Our Communities Homework Books	Sell , then Recycle			
New Program	1	9780153858864- Grade 4 States & Regions Textbook	Sell , then Recycle			
New Program	260	9780153472954- Grade 4 States & Regions Homework Books	Sell , then Recycle			
New Program	1	9780547628011- Grade 4 PA Studies Teacher Edition	Sell , then Recycle			
New Program	7	9780547627960- Grade 4 PA Studies Textbook	Sell , then Recycle			
New Program	13	9780153858871- Grade 5 US Making A Nation Textbooks	Sell , then Recycle			
New Program	69	9780153472978- Grade 5 US Making A Nation Homework Books	Sell , then Recycle			

REQUESTOR

BUILDING PRINCIPAL

DEPT ADMINISTRATOR

Wade Coleman / BA
BUSINESS MANAGER

DATE

DATE

DATE

DATE

Please submit to Beth Valerio at Central Office AFTER numbers 1 - 4 are completed.

Building & Dept: BBE

Board Approval Date: 5/8/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Obsolete curriculum		Social Studies - see attached list	recycle/resell			

S.Wood
REQUESTOR
4/6/2022
DATE

A. Farlow
BUILDING PRINCIPAL
4/6/2022
DATE


DEPT ADMINISTRATOR
4/8/22
DATE


BUSINESS MANAGER
DATE

Please submit to Beth Valerio at Central Office

Obsolete Equipment Form

Dept:

Board Approval

Date:

5/2/22

*** DO NOT USE THIS FORM FOR INTER-DISTRICT TRANSFERS.

Requestor			Dept Administrator	Dept Administrator	Business Office		
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)	
New 22-23 Curriculum S	182	U.S. making a Nation 978-0-15-347297-8	Sell + Recycle				
	261	States & Regions/PA 978-0-15-347295-4					
	256	Our Communities 978-0-153472947					
	306	People We Know 978-0-15-347293-6					
	110	U.S. Making a Nation 978-0153858871					
	106	States & Regions/PA 978-0153858864					
	113	Our Communities 978-01053858840					
	138	People We Know 978-075385883-3					
	93	A Child's View 978-0153858826-3		OK			
	6	Our World, Now and Long Ago 978-0153858949					

BUSINESS MANAGER

DATE _____

Please submit to Beth Valerio at Central Office.