

WISSAHICKON SCHOOL DISTRICT

Ambler, Pennsylvania 19002-3496

M E M O

DATE: August 22, 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.

Cafeteria tables, filing cabinets, tables,
chairs, desks, book racks, shelves, carts,
bench and various (MS) pool items.

Buildings & Grounds
District-wide

Buses (2)

Transportation

Board Approved
8/22/22

Posted 8/29/22

Wissahickon School District

Obsolete Equipment Form

Building &
Dept: Wissahickon High School

Board Approval

Date:

8/22/22

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

[illegible]

Please submit to Beth Valerio at Central Office.

Wissahickon School District

Obsolete Equipment Form

[illegible]

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building &

Dept: Middle School

Board Approval

Date: 8/22/22

*** 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 Purchase/Publication	Year of	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
	1	Large Lifeguard Chair		RECYCLE			
	1	Dura Mox Pool Cleaner		RECYCLE			
	4	Pool Mats		TRANSIT			
	1	Large Science Table		RECYCLE			
	1	Metal File Cabinet		RECYCLE			
	3	Bean Bags		TRANSIT			
	1	Small Science Table		RECYCLE			
	15	cases misc ceramic tile		TRANSIT			
	5	starting blocks (pool)		RECYCLE			
	1	aqua prince pool cleaner		RECYCLE			
	1	paddlebuoy		TRANSIT			
	1	Lifeguard Spine Board		TRANSIT			

William Conroy
REQUESTOR

[Signature]
BUILDING PRINCIPAL

Moore
DEPT ADMINISTRATOR

Wade Coleman / BT
BUSINESS MANAGER

DATE _____ DATE _____

7/26/22
DATE

8/22/22
DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District Obsolete Equipment Form

Building & Dept: <u>Blue Bell</u>			Board Approval Date: <u>8/22/22</u>			
*** 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)
Broken	4	File Cabinets	Recycle			
Broken	5	Old wooden chairs	Recycle			
Broken	2	Teachers Chairs	Recycle			
Broken	12	Student desks	Recycle			
Broken	4	Metal Chairs	Recycle			
Broken	2	Old computer table	Recycle			
Broken	2	Wooden book rack	Recycle			

REQUESTOR _____

DATE _____

Angela N. Furler
BUILDING PRINCIPAL

4/20/22
DATE

C. Moore
DEPT ADMINISTRATOR

7/21/22
DATE

Wade Coleman / BT
BUSINESS MANAGER

8/22/22
DATE

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

Wissahickon School District
Obsolete Equipment Form

Building & Dept: Lower Guy nedd Elementary

Board Approval Date: 8/28/22

*** 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)
More to Single Desks	235	Student Double Desks	RECYCLE			
More to 21st Century	5	Library Rect angle Tables	RECYCLE			
Furniture for Library	5	Library Circle Tables	RECYCLE			
Furniture for Library	42	Library Chairs	RECYCLE			

Sue Kanopka
REQUESTOR

Sue Kanopka
BUILDING PRINCIPAL

C. Moore
DEPT ADMINISTRATOR

Wade Coleman JR
BUSINESS MANAGER

6-20-22
DATE:

6-20-22
DATE

6/20/21
DATE

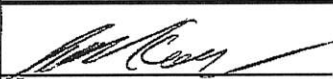
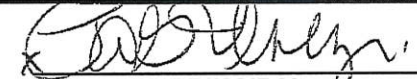
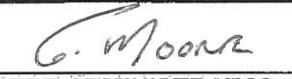
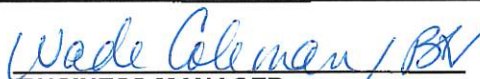
8/28/22
DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District Obsolete Equipment Form

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Wissahickon School District
Obsolete Equipment Form

Building & Dept: <u>Stony Creek</u> Building Supervisor _____			Board Approval Date: <u>8/28/22</u>				
*** ALL BOOKS NEED ISBNs.							
Jon Kear			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)	
Being Replaced	38 Total	Library Book Shelves	Recycle				
Being Replaced	28	37 1/4" by 60 1/2" by 12" deep / four shelves	Recycle				
Being Replaced	2	25" by 60 1/2" by 122" deep / four shelves	Recycle				
Being Replaced	1	22" by 60" by 12" deep / four shelves	Recycle				
Being Replaced	1	37 1/4" by 42" by 12" deep / four shelves	Recycle				
Being Replaced	2	37 1/4" by 60 1/2 by 24" Double sided 4 shelves	Recycle				
Being Replaced	2	37 1/4" by 48" by 24" double sided 4 shelves	Recycle				
Being Replaced	2	37 1/4" 48" by 24" double sided 4 shelves	Recycle				
Being Replaced	2	37 1/4" 42" by 24" double sided 4 shelves	Recycle				
Being Replaced	6	4 Tables 6' by 3' / 2 tables 5' by 3'	Recycle				
Being Replaced	1	Two piece Librarian Desk 70" by 30" by 32"					
 REQUESTOR <u>7/27/2022</u> DATE		 BUILDING PRINCIPAL <u>7/27/2022</u> DATE		 DEPT ADMINISTRATOR <u>7/28/22</u> DATE		 BUSINESS MANAGER <u>8/28/22</u> DATE	

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

Wissahickon School District Obsolete Equipment Form

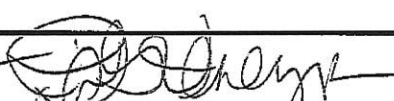
Building & Dept: <u>Stony Creek</u> Building Supervisor _____			Board Approval Date: <u>8/28/22</u>			
*** ALL BOOKS NEED ISBNs.						
Jon kear			Dept Administrator	Notify Business Office (How & When)	Business Office	
1. Reason to Obsolete	2. Qty	3. Item Description, Make/Model/Serial Number/Year of Purchase/Publication	4. Recommendations	5. Final Disposition	Backup Verification Date	\$ Amt (Business Office Only)
Being Replaced	2	Computer Carts / 36" by 24" by 26 1/2"	Recycle			
Being Replaced	15	17" Red Plastic chairs	Recycle			
Being Replaced	5	17" Carpet Chairs with Paded Seats	Recycle			
BROKEN	3	METAL ROUND OUTDOOR TABLE	RECYCLE			
BROKEN	1	WOOD BENCH.	RECYCLE			
BROKEN	1	PARTIAL CONFERENCE TABLE	RECYCLE			



REQUESTOR

7/27/2022


DATE



BUILDING PRINCIPAL

7/27/2022


DATE



DEPT ADMINISTRATOR

7/28/22

DATE



BUSINESS MANAGER

8/28/22

DATE

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

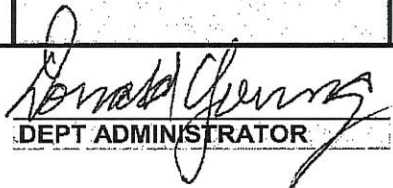
Wissahickon School District

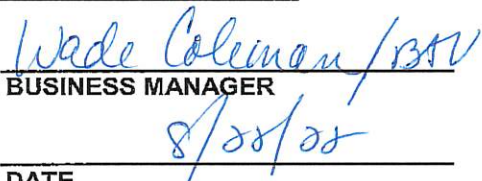
Obsolete Equipment Form

Building & Dept: <u>TRANSPORTATION</u>			Board Approval Date: <u>8/28/22</u>			
*** 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)
Broken	4	Black 5 shelves cabinet	Recycle			
Broken	1	6 foot table	Recycle			

Don Young
REQUESTOR
8/5/2022
DATE

Transportation
BUILDING PRINCIPAL
DATE

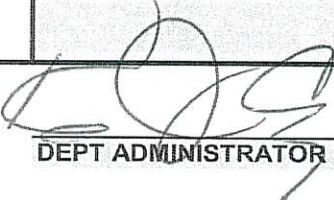
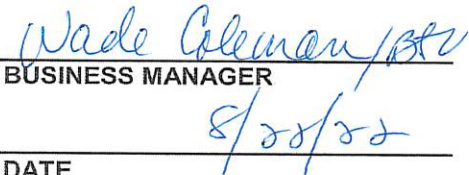

DEPT ADMINISTRATOR
DATE


BUSINESS MANAGER
8/28/22
DATE

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

Wissahickon School District
Obsolete Equipment Form

Building & Dept: <u>TRANSPORTATION</u>			Board Approval Date: <u>8/28/22</u>			
*** 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)
Frame rotted out/T	1	Bus 37/ 2007 84 passenger Blue Bird Bus	scrap			
		Vin#1BABNCKA97F240893 122,638 Miles				
Frame rotted out/T	1	Bus 34 / 2006 84 passenger Blue Bird Bus	scrap			
		Vin#1BABNCKA86F231620 127,573 Miles				

Karen Jones Carey REQUESTOR 05/272022 DATE	Transportation BUILDING PRINCIPAL DATE	 DEPT ADMINISTRATOR DATE	 BUSINESS MANAGER DATE
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