

WISSAHICKON SCHOOL DISTRICT

Ambler, Pennsylvania 19002-3496

M E M O

DATE: October 29, 2018
TO: Dr. Crisfield
FROM: Wade Coleman
RE: Obsolete Equipment

Below is a summary of Excess and 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.

Book Shelf, Desks, Filing
Cabinets, Tables

Buildings & Grounds
Blue Bell
Middle School

Books

Curriculum Department
Middle School
Shady Grove

Freezer

Family Consumer Science Department
High School

Band Uniforms, Drums, Equipment
Cases, Horns

Music Department
Middle School

Adapters, Docking Stations,
DVD/VCR, Monitor, Printer, TV

Technology Department
Middle School

Wissahickon School District
 Obsolete Equipment Form

Building & Dept: SG Library

Board Approval Date: 11/5/18

*** 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)
Age		Library Materials	Recycle			
Accuracy		See attached list	↓			
Condition						
Circulation						
Relevance to curriculum		8/13 - 10/18				

[Signature]
 REQUESTOR
 10-11-18

[Signature]
 BUILDING PRINCIPAL
 10-12-18

[Signature]
 DEPT ADMINISTRATOR
 10/17/18

Wade Coleman / BSW
 BUSINESS MANAGER

Wissahickon School District
Obsolete Equipment Form

Building & Dept: Middle School - Music

Board Approval Date: 11/5/18

*** 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-functioning, Cost to repair not feasible, No longer needed	1	French Horn, Collegiate by Holton, NO SN	<i>Recycle</i>			
Not-functioning, Cost to repair not feasible, No longer needed	1	French Horn, Conn Regnolds, 36463				
Not-functioning, Cost to repair not feasible, No longer needed	1	French Horn, King, 314018				
Not-functioning, Cost to repair not feasible, No longer needed	1	French Horn, Armand, NO SN				
Not-functioning, Cost to repair not feasible, No longer needed	1	French Horn, King case, no brand or SN				
Not-functioning, Cost to repair not feasible, No longer needed	1	French Horn, CG Conn, 964133				
Not-functioning, Cost to repair not feasible, No longer needed	1	Marching Quad Drums,				
Unnecessary, does not function properly, does not match new equipment	2	Marching Snare Drums, one with harness, one without				
No longer needed, new equipment has new cases	4	"Road Cases" for transporting percussion instruments				

Travis Hill
REQUESTOR

8/28/2018
DATE

Christ Bar
BUILDING PRINCIPAL

8/29/18
DATE

[Signature]
DEPT ADMINISTRATOR

11/3/18
DATE

Weede Coleman
BUSINESS MANAGER

DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
 Obsolete Equipment Form

Building & Dept: Blue Bell Music

Board Approval Date: 11/5/18

*** 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)
Computer Room	1	Rectangle Table	recycle			
Computer Room	1	Trapezoid Table	recycle			

Mr. Omohundro
 REQUESTOR
8/29/18
 DATE

Amel
 BUILDING PRINCIPAL
8.30.18
 DATE

Wade Coleman/BW
 DEPT ADMINISTRATOR
 DATE

Wade Coleman/BW
 BUSINESS MANAGER
 DATE

Please submit to Beth Valerio at Central Office.

Wissahickon School District
Obsolete Equipment Form

Building & Dept: WMS SCIENCE

Board Approval Date: 11-5-18

*** 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)
Unusable/New Curriculum	350	ISBN 0133684792 Chem: SE	<i>Recycle</i> ↓			
Unusable/New Curriculum	400	ISBN 0133684806 Fracs & Energy: SE				
Unusable/New Curriculum	350	ISBN 0133684830 Inq & Tech: SE				
Unusable/New Curriculum	400	ISBN 0133684849 Earth Structure: SE				
Unusable/New Curriculum	400	ISBN 0133684865 Water & Atmosphere: SE				
Unusable/New Curriculum	400	ISBN 0133684873 Astro & Space: SE				
Unusable/New Curriculum	400	ISBN 0133684881 Eco & Environment: SE				
Unusable/New Curriculum	350	ISBN 013368489X Cells & Heridty: SE				

Scavino
REQUESTOR
9-26-18
DATE

Chris Br
BUILDING PRINCIPAL
9/26/18
DATE

Wade
DEPT ADMINISTRATOR
9/27/18
DATE

Wade Coleman/BC
BUSINESS MANAGER

DATE

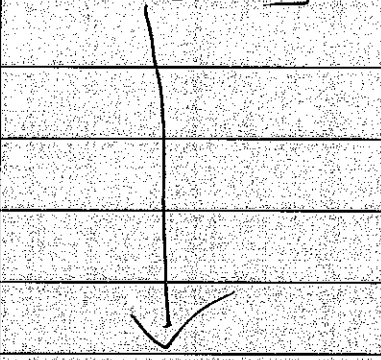
Please submit to Beth Valerio at Central Office.

Wissahickon School District
 Obsolete Equipment Form

Building & Dept: WMS, Technology

Board Approval Date: 11/5/18

*** 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	Dell E177FPb Monitor Serial: CN-0UH572-46633-66U-8PUL	Prepare for Recycling 			
outdated	1	Dell Power Adapter Serial: CN-09T215-48010-35S-241F				
broken	1	Dell Power Adapter Serial: CN-06TFFF-75661-46G-08KZ				
broken	1	Dell Laptop Docking Station Serial: CN-0PW380-12961-15O-1297				
broken	1	HP LaserJet 5550cdn Printer Serial: CNBKL1LDYD				
outdated	1	Sony DVD/VCR Serial: 0812496				
outdated	1	Sharp 27" TV Serial: 335705				

[Signature]
 REQUESTOR
9/21/18
 DATE

[Signature]
 BUILDING PRINCIPAL
9/21/18
 DATE

[Signature]
 DEPT ADMINISTRATOR
10/2/18
 DATE

[Signature]
 BUSINESS MANAGER

 DATE