

**New Hyde Park - Garden City Park UFSD
Disposal of School District Property
Request to Declare Certain Equipment Old and Obsolete**

Administrator's Name J.Scamell

MOE

Date Submitted: 10/10/2025

Title Director of Technology

Requested Agenda Date next BOE meeting

EQUIPMENT

Tag #	Serial #	Description	Condition of Item(s)	Reason for Disposal	Estimated Value	
1	20180704	A1829A	kensington charging station	Poor	no used	\$ -
2	20140198	C19HZ12	DELL 3020	Poor	broken	\$ -
3	20160443	D901V52		Poor	broken	\$ -
4	20210089	2RSBBM2	Dell 5050	Poor	broken	\$ -
5	20160271	D9NXT52	Dell 3020	Poor	broken	\$ -
6	20190586	NXH8WAA00301222F897600	Chromebook	Poor	broken	\$ -
7	20190661	NXH8WAA00301215C6F7600	Chromebook	Poor	broken	\$ -
8	20190562	NXH8WAA00301507D2D7600	Chromebook	Poor	broken	\$ -
9	20190700	NXH8WAA00301222F6D7600	Chromebook	Poor	broken	\$ -
10	20190520	NXH8WAA00301222F387600	Chromebook	Poor	broken	\$ -
11	20180311	NXGULAA0018381CB6A7600	Chromebook	Poor	broken	\$ -
12	20180388	NXGULAA0018381D2FA7600	Chromebook	Poor	broken	\$ -
13	20180444	NXGULAA00183509F017600	Chromebook	Poor	broken	\$ -
14	20180463	NXGULAA0018381CB6F7600	Chromebook	Poor	broken	\$ -
15	20190628	NXH8WAA00301222F467600	Chromebook	Poor	broken	\$ -
16	20180435	NXGULAA0018381D3577600	Chromebook	Poor	broken	\$ -
17	missing	NXGULAA0018381D4297600	Chromebook	Poor	broken	\$ -
18						
19						
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Once approved by the Board of Education, the Director of Facilities will be instructed by the Superintendent to dispose of the equipment in a manner prescribed in board policy 5250. Please submit this form electronically to the Secretary to the Superintendent as well as a printed copy signed by the Administrator making the request.


Signature of J.Scamell

Dear Director of Facilities:

The following equipment has been approved by the Board of Education as "old and obsolete". According to policy 5250 it is necessary to dispose of this equipment in such a manner that is advantageous to the District. Accordingly, I am directing you to:

- 1) Arrange to sell the equipment through the district's approved auction vendor.
- 2) Arrange to scrap the equipment for value.
- 3) Arrange to donate to a charitable organization (501(c)(3)) - You must obtain my approval first and there cannot be a cost to donate.
- 4) Dispose in an environmentally sound manner.

Please arrange to accomplish this and report back to me by filling out the information below upon completion. The items above are listed in priority order so please go through the steps in the order they are presented. The only exception is if the item being disposed of has or potentially has information that needs to be destroyed or wiped prior to disposal (i.e. computer hard drives) in which case you are permitted to go to step 4 but must secure proof that the equipment was wiped of all data.

If you get to step 3, you will need to email me your request and keep my response as backup for your records. Once you have completed the process of arranging for the disposal of this equipment, please sign the form below and send the original to the Deputy Superintendent's Administrative Assistant along with any money received. You should obtain a receipt for the cash/checks you are submitting and you should retain that receipt with your records for auditing purposes. Please enter for each item disposed, the Method of Disposal, \$\$\$ Received (if applicable), and enter your signature and date for each line. Attach all backup (i.e. email approval to donate the items).

EQUIPMENT

Item # from above	Method of Disposal (enter "1", "2", "3", or "4")	\$\$\$ Received	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
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10				
11				
12				
13				
14				
15				
16				
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Signature of Superintendent