



Horseheads Central School District
Disposal of District Property

Encl. 10.16
March 31, 2011
6900-E

District property should normally be disposed of with a public bid or auction. There may be times however, when due to obsolescence and condition of such property, the property has no value. Whenever district property is disposed of - either via public bid or disposed of as having no value - this form is to be used.

Asset#	Description	Comments	Current Location Bldg & Room #
N/S Horseheads Inventory Tagor#	DuKane Overhead Projector	Fell over + broke apart including inside mirrors	Ridge Rd/Rm 130 Mrs. Nelson

IF the property is to be disposed of as having no value, the Director/Principal affirms that effort has been made to see if the above property has any value to other classrooms or offices in my building. An effort has also been made to see if the property has any value to other in other buildings around the District.

The property listed above is to be:

disposed of sold at public bid

Anne-Marie Markant - Bldg

[Signature]
Signature

3/2/11
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]
Signature

3/10/11
Date

School Business Administrator

[Signature]
Signature

3/11/11
Date

Forward this to the Facilities Office for removal or storage of said property and signature.

The section below is to be completed by Facilities when property is disposed of or stored for public bid and then sent to the Business Office.

The above property has been disposed of in the following manner:

The above property is being stored for surplus bid at the following location:

Signature _____ Date _____

Approved: Jan. 13, 2011
Administrative Council

Serial # 1988542
model # SP4136