

Disposal of District Property

End. 10.18  
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 #
	<i>see attached document</i>	<i>most not working</i>	
	<i>Palm PDA M130 Model</i>	<i>Can't repair</i>	
		<i>Incompatible with</i>	
		<i>wireless</i>	

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

*Gregg Moyer*  
Name

*Gregg Moyer*  
Signature

*3/16/11*  
Date

Director/Principal Approval

\_\_\_\_\_  
\_\_\_\_\_

Director of Facilities

Signature

Date

School Business Administrator

*H. Mary*  
Signature

*3/16/11*  
Date

Forward this to the Facilities Office for removal or storage of said property and signature. *N/A - Tech group can*

The section below is to be completed by Facilities when property is disposed of or stored for public bid *dispose of.* 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

(over)

Disposal of District Property  
Detail Sheet - 3/16/2011

LOCATION	DEPT	ROOM	NAME	DEVICE	MAKE	DESCRIPTION	MODEL	SERIAL	TAG#
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AW	05767
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6M211MV	05765
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AH	05769
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AD	05761
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6N2142M	05768
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211F2	05775
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6N213EM	05785
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AR	05763
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211FP	05776
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6N2142A	05782
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211F1	05777
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PUV6M211KT	05783
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211F3	05760
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AT	05764
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211FV	05780
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6N2144Q	05766
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6M211Q0	05779
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211AG	05778
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q2111Q	05762
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211A4	05774
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211FY	05784
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q2112E	05770
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211FO	05773
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld PDA	M130	00PYV6Q211G2	05771
Intermediate	Grade 6	407	Telech, Dayna	PDA	Palm	Handheld-PDA	M130	00PYV6J212P1	05781