

*Encl. 10.13
May 26, 2011*

Horseheads Central School District
Disposal of District Property

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 #
001938	HP Accu-Plot DESIGN SET 650c		Middle School 129

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

Brian Steele *Brian Steele* 3-31-11
Name Signature Date

Director/Principal Approval *Carl A. Denton* 4/21/11

Director of Facilities *J. Klus* 4/21/11
Signature Date

School Business Administrator *J. Mary* 4/27/11
Signature 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

Horseheads Central School District

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6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
981603(6012)	1994 FORD AEROSTAR VAN	Rusty - Poor Cond. DOES NOT RUN NOT-INSPECTABLE	Bus GARAGE
		SCRAP VALUE ONLY	

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The property listed above is to be:

disposed of

sold at public bid

RICHARD WEST

Name

[Signature]
Signature

4-18-11
Date

Director/Principal Approval

[Signature]
Signature

4/28/11
Date

Director of Facilities

[Signature]
Signature

5/2/11
Date

School Business Administrator

[Signature]
Signature

4/19/11
Date

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

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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
\$ 0.00	Colosado Timers System	Old, broke, rusted out	Pool (High School)

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The property listed above is to be:

disposed of

sold at public bid

JARED ZEMBEK

Signature

Date

Name

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

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