

Horseheads Central School District
 Disposal of District Property

End. 10.13
 Sept. 29, 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 #
	4 drawer filing cabinet	broken handle - locked w/ no key	High School South Wing

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

Karen Donahue Name
Karen Donahue Signature
8/30/11 Date

Director/Principal Approval _____

Director of Facilities
[Signature] Signature
9/7/11 Date

School Business Administrator
[Signature] Signature
9/9/11 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

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
04440	Computer Table		Ridge Rd/Classroom Teach.
07339	Dukane Overhead Projector		" " "
1988772	Dukane Overhead Projector		" " "
34558	Dukane Overhead Projector		" " "
2033799	Dukane Overhead Projector		" " "
2033790	Dukane Overhead Projector		" " "
08865	Dukane Overhead Projector		" " "

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The property listed above is to be: disposed of sold at public bid

Various Ridge Rd Classroom Teachers 8/31/11
 Name _____ Signature _____ Date _____
 Director/Principal Approval Q. Ma. M. Bail 8/31/11
 Director of Facilities _____ 8/31/11
 Signature _____ Date _____
 School Business Administrator H. Mary 9/6/11
 Signature _____ Date _____

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Horseheads Central School District

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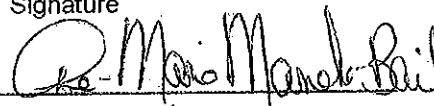

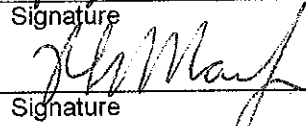
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Asset#	Description	Comments	Current Location Bldg & Room #
2033791	Dukane Overhead projector		Ridge Rd-Classroom teacher
05920	3 shelf Utility cart (metal)		Ridge Rd-Building use
04702	3 shelf Utility cart (metal)		Ridge Rd-Building use
19648	3 shelf Utility cart cream metal w/ electric		Ridge Rd-Building use
04700	3 shelf Utility cart (gray metal w/electric)		Ridge Rd-Building use
no #	2 shelf Utility cart (cream metal)		Ridge Rd-Building use
no #	2 shelf Utility cart (cream metal)		Ridge Rd-Building use
726226	567 3-M company overhead projector		Ridge Rd-classroom teacher

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.

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Various classrooms & building use

Name	Signature	Date
Director/Principal Approval		9/1/11
Director of Facilities		9/2/11
School Business Administrator		9/6/11

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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
04699	Cart with 3-tier shelves on wheels		Ridge Road-General Use
824485	Turntable Record Player	Newcomb EDT-28	Ridge Road-Kindergarten
929849	" " "	" "	" " "
929878	" " "	" "	" " "
16262857	EIKI Cassette Tape Player		Ridge Rd-Classroom Tea.
50126	Bell & Howell Tape Player		Ridge Rd-Classroom Tea.

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The property listed above is to be: disposed of sold at public bid

Various Ridge Rd Classroom Teachers

Name _____ Signature _____ Date 8/31/11

Director/Principal Approval _____ Signature [Signature] Date 8/31/11

Director of Facilities _____ Signature [Signature] Date 8/31/11

School Business Administrator _____ Signature [Signature] Date 9/6/11

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Asset#	Description	Comments	Current Location Bldg & Room #
	Discarded Library books		
	See attached itemized list		

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Judy Sell
 Name
 Director/Principal Approval
 Signature _____ Date _____
 Director of Facilities
 Signature _____ Date 8/30/11
 School Business Administrator
 Signature _____ Date 8/31/11
 Signature _____ Date 9/6/11

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Signature _____ Date _____

DISCARDED BOOKS
RIDGE ROAD LIBRARY
SUMMER 2011

<i>Title</i>	<i>Call number</i>	<i>Reason**</i>
Miserable Mill	FIC\SNI	C
Guinea Pigs Don't Read Books	636\BAR	A
A Family	759.85\LAR	A
Our Bodies	612\BRO	A & D
Stories of Patriotic Songs	784.7\L	A & D
Papercrafts	745.5\COR	A
Inventing Things	609\BRO	A & D
Aboard a Steam Locomotive	625.2\SCA	A & D
We Celebrate Winter	525\KAL	A & D
Now You Can Read About Ships	387\ATT	A
Now You Can Read About Trains	385\ATT	A
Animal Doctor	636.089\IME	A
Birth of a Foal	636.1\MIL	A & C
The Sea	551.4\SLI	A & C
You Breathe In...	612 \ADL	A & D
Solar Energy	621.47\RIC	A & D
Food and Digestion	612\WAR	A & D
Our birthday Book	394.2\MON	A
The Cock, the Mouse...	398.2\CAU	A
Your Heart and Blood	612\LEM	A
Water Insects	595\JOH	A & D
Water of Life	398.2\ ROG	A
Going to the Hospital	362.1\ROG	A
Pluto	523.4\ADA	A
Horse and Pony Breeds	636.1\HEN	C
Water, Water	553.7\JOH	A
Song of Sedna	398\SAN	C
Electricity Turns the World On	537\JOH	A
Air, Air Everywhere	551.5\JOH	A
Let's Go to the Airport	387.7\GRA	A
Let's Go to an Oil Rig	622\GRA	A
Science in Ancient Greece	509\HAR	A & D
Jack and 3 Sillies	398.2\CHA	A

<i>Title</i>	<i>Call #</i>	<i>Reason^{***}</i>
Calculator Mania	513\PLA	A & D
Folk Toys Around World	745.59\JOS	A & D
Musical Instruments	781.91\ARD	A
Iroquois Reprints	646.3\GAB	A & D
What's Inside of Plants	580\ZIM	A & C
3 and Many Wishes of ...	FIC\HUT	A
Dinosaur Bones	567.9\ALI	A
E is for Eliza	FIC\HUR	A (dup)
Using Energy	621.042\BAK	A
More Codes for Kids	652.8\ALB	A
Karting	796.7\BAR	A
Racing Cars	796.7\BAR	A
Truck Book	629.22\MCN	A
How to Identify Musical Instr	781.91\RHO	A & D
Cat in Hat Songbook	784.6\SEU	A
Indian Music Makers	781.9\HOF	A & D
Cargo machines	621.8\RAD	A & C
From the Hills of Georgia	759.13\OKE	A & I
Caribou Alphabet	745.6\OWE	A & I
Yankee Doodle	784\S	A & I
Real Life Monsters	001.9\ALL	A & D
What is a Reptile	597.6\KUC	A & I
The Airport	387.7\BUT	A
Humages	741.1\MAR	A & I
Shapes	701\YEN	A & I
Maggie	636.7\PAT	A & C
Native American Cookery	641.5\WEN	A & D
Dabble the Duck	636.5\BUR	A & I
Evening at Alfie's	FIC\HUG	A & I
Heavy Equipment	624.028\ADK	A
New Road	625.7\GIB	A
Light	535\CRE	A & I
Spring is Here	525\MON	A & I
My Dentist	617.6\ROC	A
Roman Numerals	510\ADL	A & I
Painting Faces	745.5\HAL	A & I
Paul Bunyan	398.22\KUM	A & D

<i>Title</i>	<i>Call #</i>	<i>Reason***</i>
Critters woods and water	398.2\ROG	A & I
School's Out	FIC\HUR	A & I
Music and Instruments	781.9\HAW	A
The Hospital	362.1\BUT	A
Music Crafts for Kids	781.9\FIA	A & I
American Girls Cookbook	641.5\AME	C
Dixie in Big Pasture	FIC\HUR	A & I
Christopher the Holy Giant	398.22\DEP	A & I
Calculator Riddles	513.2\ADL	A & I
Russell Rides Again	FIC\HUR	A & I
Tornado	551.55\KRA	A & D
Body Bandits	613.2\PER	A & I
Comets	523\BRA	A
Little Bear	E\MIN	C
Fox in Love	E\MAR	C
Horrible Harry's Secret	FIC\KLI	C
Henry Huggins	FIC\CLE	C
Mummies in the Morning	FIC\OSB	C
Borrowers Afield	FIC\NOR	C
Super Bowl	E\KES	C
Curious Georg...Dentist	E\REY	C
Curious George Plays Baseball	E\REY	C
What Do You Say...	E\MON	C & I
Dinosaurumpus	E\MIT	C
Junie B.. One Man Band	FIC\PAR	C
Case of Scaredy Cats	E\BON	A & C
Case of Cat's Meow	E\BON	A & C
Swamp Angel	FIC\ISA	C (dup)
Barbie- Lucky skates	FIC\BAR	C
Barbie- Silver Deer	FIC\BAR	C
Barbie- Safe and Sound	FIC\BAR	C
Barbie - Peasant or Princess	FIC\BAR	C
Kirsten Saves the Day	FIC\SHA	C & dup
Molly Saves the Day	FIC\TRI	C & dup
Hot and Cold Summer	FIC\HUR	A & I
You Can't Eat Chickenpox...	FIC\ DAN	C
Snowboard Showdown	FIC\CHR	C

<i>Title</i>	<i>Call #</i>	<i>Reason**</i>
Justin and Best Biscuits	FIC\WAL	C
Horace Splattly	FIC\DAV	C
Dracula Doesn't Drink...	FIC\DAD	C
Mail-order Wings	PBK\FIC\GOR	C
Disney Fairies Collection	PBK\E\DIS	C
Lamb in the Laundry	FIC\BAG	C
Hockey Machine	FIC\CHR	A & C
Winning Stroke	FIC\CHR	A & C
George's Marvelous Medicine	FIC\DAH	C
Super Simple Origami	736.9\KNE	C
Guinness World Records	030\GUI	C
Kitten Twins	E\LEO	C & I
Capt. Underpants...	PBK\FIC\PIL	C
Harold and Purple Crayon	E\JOH	C
Wanted Mud Blossom	FIC\BYA	C
18 th Emergency	FIC\BYA	A & C
Kirsten Learns a Lesson	FIC\SHA	C
Fantastic Paper Holiday Decs	745.594\LON	C
Space	629.45\GOL	A & C
Spot What	793.73\BRY	C
Origami	PBK\745.5\IKE	C
Duck for President	E\CRO	C
Alice's Adventures in Wonderland	FIC\CAR	A & I
Cats: Little Tigers in Your House	636.8\BRI	C
Junie B... Loves Handsome Warren	FIC\PAR	C
Great Big Art Activity Book	740\GRE	C
Curse of Cheese Pyramid	FIC\STI	C
Robots Don't Catch Chicken Pox	PBK\FIC\DAD	C
By Shores of Silver Lake	FIC\WIL	C
Hoopmania	796.323\HER	A & C
Holly Joliday	FIC\MCD	C
Miss Nelson is Missing	PBK\E\ALL	C
Junie B.. Little Monkey Business	FIC\PAR	C
Junie B... Stupid Smelly Bus	PBK\FIC\PAR	C
ABC Egyptian Art...	709\MAY	C & I
How to Draw Cartoon animals	PBK\741.5\HAR	C
I Spy...Extreme Challenger	793.73\WIC	C

<i>Title</i>	<i>Call #</i>	<i>Reason**</i>
Barbie—My Favorite Stories	E\BAR	C
Franny K Stein... 4 Brains	FIC\BEN	C
Surprise Puppy	636.7\WAL	C
Scarecrow Walks @ Midnight	PBK\FIC\STI	C
Junie B... Graduation Girl	PBK\FIC\PAR	C
Georgia Music	E\GRI	A & I
Blood and Goo...	612\ALT	C
1-2-3 Draw Pets...	PBK\741\LEV	C
Granddaddy and Janetta	E\GRI	A & I
Granddaddy's Place	E\GRI	A & I
Austere Academy	FIC\SNI	C
How Six Found Christmas	E\HYM	A & I
Christmas Time	394.2\GIB	A & I
All Those Mothers in the Manger	E\FAR	A & I
Charley the Mouse...	C\CAR	A & I
Planets in our Solar System	523.4\BRA	A
Owl at Home	PBK\E\LOB	C
Clone Wars	PBK\FIC\STA	C
Capt Underpants...	PBK\FIC\PIL	C
Colors	E\GRA	C
Meet the Pilgrim Fathers	973.2\PAY	A & C
Things to Make for Halloween	745.4\GIB	C & A
Our Thanksgiving Book	394.2\MON	A & I
Thanksgiving Poems	808.81\THA	A & I
Thanksgiving Stories and Poems	810.8\THA	A & I
Mousekin's Thanksgiving	E\MIL	A & I
Plymouth Thanksgiving	974.4\W	A & I
Sometimes It's Turkey...	E\BAL	A & I
Thanksgiving Treat	E\STO	I (dup)
Projects for Easter	745.594\COO	A & D
Why We Have Thanksgiving	E\HIL	A & I
The Pilgrims	973.4\GRO	A & I

"Reason" Codes: A = Age (20 years or more)

C = Poor condition

I = No interest or non-circulating for at least 5 years

D = Too difficult