

Disposal of District Property

End. 10.1
Oct. 27, 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 # |
|--------|---|----------|-----------------------------------|
| | SEE ATTACHED | | |
| | Non-operational equipment, Aged. | | |
| | Not compatible with current operating systems | | |
| | Not compatible with most current applications | | |
| | | | |
| | | | |
| | | | |

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

Betsy Meyer
Name

Betsy Meyer
Signature

10-3-11
Date

Director/Principal Approval

Director of Facilities

[Signature]
Signature

10/4/11
Date

School Business Administrator

[Signature]
Signature

10/4/11
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

Dispose List 10-3-11

| LOC | DEPT | ROOM# | DESCRIPTION | MODEL | SERIAL | TAG# |
|----------|--------------|-------------|-------------------------|-------------|--------------|--------|
| Ath Ofc | Office | Director | Handheld PDA | Vx | 10GK13A16YVV | N/A |
| BF | Kindergarten | 105 | Optiplex Pentium III MM | GX150 SF | B8FGR01 | 05261 |
| Cent Ofc | Office | Info.Spclst | Handheld PDA | Vx | 10GK12K16EFF | N/A |
| CS | Resource | 113 | Mini Laptop Atom N270 | E10V | SY0018610077 | 002940 |
| CS | Grade 4 | 205 | Digital Projector | 2400MP | JXBD4C1 | 002081 |
| CS | Computer | EW1 | Charging System & Batt | NW-BBAY-3 | 1819 | 06318 |
| CS | Computer | EW1 | Charging System & Batt | NW-BBAY-3 | 1813 | 06317 |
| ESC | Office | Conf A | Color LaserJet 4550 | C7085A | JPMAB07754 | 05035 |
| Facil | Office | Electrician | Handheld PDA | TX | PN70UBQ6V20M | N/A |
| Facil | Security | Electrician | Pentium IV | | PNB211028954 | 07503 |
| GR | Grade 4 | 311 | DeskJet 895Cse | C6410B | SG93U1304P | 03991 |
| GR | Custodial | Office | DeskJet 895CXI | C6410A | MX02M1S21V | 05054 |
| GR | Computer | EW1 | Ebuddy Pentium IV | EB-8.1 | SY2250002009 | 05736 |
| GR | Computer | EW1 | Ebuddy Pentium IV | EB-8.1 | SY2250002021 | 05737 |
| GR | Computer | EW1 | Ebuddy Pentium IV | EB-8.1 | SY2250002041 | 05739 |
| GR | Computer | EW1 | Ebuddy Pentium IV | EB-8.1 | SY3301000404 | 06397 |
| HS | Science | 118 | DeskJet 960Cxi | C8932A | MY24L1C12X | 05428 |
| HS | Special Ed. | 220 | ScanJet 5100Cxi | 5100CXI | MX81K11S56 | 03004 |
| HS | Special Ed. | 251 | ScanJet 6300Cse | C7672A | SG9A5161S5 | 04209 |
| HS | Computer | 260 | LaserJet 4000N | C4120A | USEF150363 | 03562 |
| HS | Studies | 262 | DeskJet 6980DT | C8972A | MY6BE9R3K9 | N/A |
| HS | Special Ed. | 264 | DeskJet 895Cse | C6410B | MY01J1C1X5 | 04307 |
| HS | Studies | 266 | Optiplex Pentium IV MM | GX280D | 3CN5T71 | 001778 |
| HS | Studies | 268 | ScanJet 5200Cse | C7192A | SG963160ZV | N/A |
| HS | Studies | 272 | Optiplex Pentium IV MM | GX280D | 42N5T71 | 001779 |
| HS | Music Instru | Band Room | Optiplex Pentium IV MM | GX280D | 5HM5T71 | 001825 |
| HS | Guidance | Developmen | DeskJet 694C | C4608A | CN710111FW | 21286 |
| HS | Guidance | Counselor | DeskJet 693C | C4589A | CN6BP1ROFF | 21282 |
| HS | Storage | Storage | Inspiron Pentium III | 8100 | 9QV5Z01 | 05636 |
| IS | Special Ed. | 300 | Photosmart 3210 | Q5843A | MY61DB213Z | N/A |
| IS | Computer | 328 | DeskJet 1220Cse | C2695A | SG12E1305Y | 05133 |
| IS | Grade 6 | 417 | Ebuddy Pentium IV | EB-8.1 | SY2200001237 | 05462 |
| IS | Grade 6 | 417 | Optiplex Pentium IV MM | GX280D | 77N5T71 | 001840 |
| IS | Network | CER C | Wireless Access Point | LAP1252AG-A | FTX13099009 | 002672 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000120 | 001931 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000192 | 001924 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000162 | 001929 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000164 | 001928 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000070 | 001926 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000166 | 001925 |
| IS | Grade 5 | EW2 | Ebuddy Pentium IV | EB-8.4 | SY5211000081 | 001930 |
| MS | Art | 118 | DeskJet 1220CXI | C2694A | SG0CF130FM | 05104 |
| MS | Office | Nurse | Optiplex Pentium IV MM | GX280D | 5YM5T71 | 001799 |
| ST | Storage | 303 | ScanJet 5470Cxi | C9853A | CN1901I06C | 05660 |
| ST | Storage | Storage | Ebuddy Pentium IV | EB-8.1 | SY2200001175 | 05459 |
| ST | Storage | Storage | Ebuddy Pentium IV | EB-8.1 | SY2200001265 | 05461 |
| ST | Storage | Storage | Handheld PDA | TX | PN70U5N6V0RH | N/A |
| ST | Storage | Storage | Handheld PDA | TX | PN70UBQ6V20P | N/A |
| TR | Office | Supervisor | Handheld PDA | Vx | 10GK12K16FCX | N/A |

Horseheads Central School District

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| Asset# | Description | Comments | Current Location Bldg & Room # |
|--------|-----------------------|---------------------|-----------------------------------|
| | ① overhead projectors | excess | HS |
| | ② Camcorders | obsolete | Library |
| | ③ VCR'S | excess | (rear North |
| | ③ carts | non-standard | side) |
| | ① sm. TV | | |

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

Peg Weidemann

[Signature]
Signature

9/12/11
Date

Name

Director/Principal Approval

[Signature]

9/13/11

Director of Facilities

[Signature]
Signature

9/21/11
Date

School Business Administrator

[Signature]
Signature

9/28/11
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

Disposal of District Property

6900-E

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| Asset# | Description | Comments | Current Location Bldg & Room # |
|--------|-------------------|----------|-----------------------------------|
| 03809 | Small Chest Sizer | | RK Clerk |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

Name: M. Gerda Posthousen Signature: [Signature] Date: 9/14/11

Director/Principal Approval

Director of Facilities

Signature: [Signature] Date: 9/21/11

School Business Administrator

Signature: [Signature] Date: 9/28/11

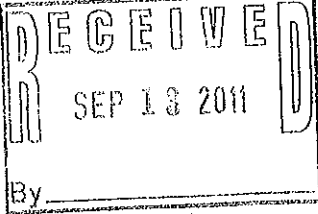
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| Asset# | Description | Comments | Current Location Bldg & Room # |
|-----------|-------------------------|---------------|--------------------------------|
| NO Number | Wooden student chair | broken | dock |
| ↓ | metal student chair | broken | dock |
| | pedestal soap dispenser | does not work | dock |
| | | | |
| | | | |
| | | | |

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The property listed above is to be:

disposed of

sold at public bid

classrooms / cafeteria

Name

Signature

Date

Director/Principal Approval

Am. Mill-Baile

9/6/11

Director of Facilities

J. Kelly

9/13/11

School Business Administrator

J. Mans

9/20/11

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