

Disposal of District Property

End. 10.1
May 31, 2012
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.

May 2012

Asset#	Description	Comments	Current Location Bldg & Room #
	<i>See attached Detail</i>	<i>Non-working</i>	
		<i>Non-compatible</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

Greg Meyer *Greg Meyer* *5/15/12*
Name Signature Date

Director/Principal Approval _____

Director of Facilities *[Signature]* *5/15/12*
Signature Date

School Business Administrator *[Signature]* *5/15/12*
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

LOC	DEPT	RM	NAME	TYPE	DEVICE	MAKE	DESCR	MODEL	SERIAL	OWN	TAG#	P.O.#	COST	WAR BEG	WAR END
Broad St	Custodial	Office	Brown, Alan	04Q	Printer	HP	DeskJet 712C	C5894B	MV8CT1621R	H	03905	9902883	\$200.00	30-Jun-99	30-Jul-99
BF	Grade 3	311	Clark, Kimberly	04Q	PDA	Palm	Handheld PDA	Zire 71	00U3V6L311WC	H	06278	0400421	\$270.00	24-Jul-03	24-Jul-04
Storage	Storage	Storage	Crimmins, Kathy	04Q	Desktop	Dell	Optiplex Pentium IV MM	GX280D	C1M0M71	H	001725	0503109	\$966.94	31-May-05	31-May-08
GR	Physical Ed.	Office	Monks, Steve	04Q	Desktop	Dell	Optiplex Pentium IV MM	GX280D	2YV5T71	H	001806	0600010	\$959.44	05-Jul-05	05-Jul-08
BF	Grade 4	313	Comer, Lisa	04Q	PDA	Palm	Handheld PDA	TX	PN70U4T6V2Y2	H	N/A	0700020	\$280.00	29-Jun-06	29-Jun-07
BF	Grade 4	313	Comer, Lisa	04Q	PDA	Palm	Handheld PDA	TX	PN70U4U6V1PM	H	N/A	0700020	\$280.00	29-Jun-06	29-Jun-07
BF	Grade 3	308	Taylor, Andrea	04Q	PDA	Palm	Handheld PDA	TX	PN70U5M7V289	H	N/A	0800189	\$258.54	16-Jul-07	16-Jul-08
BF	Grade 3	311	Clark, Kimberly	04Q	PDA	Palm	Handheld PDA	TX	PN70U1Q8V23D	H	002366	0802975	\$264.99	23-Apr-08	23-Apr-09
BF	Grade 3	311	Clark, Kimberly	04Q	PDA	Palm	Handheld PDA	TX	PN70U1Q8V0EJ	H	002361	0802975	\$264.99	23-Apr-08	23-Apr-09
GR	Grade 4	311	Bates, Marcy	04Q	Projector	Dell	Digital Projector	2400MP	19RT0D1	H	002411	0900168	\$908.61	12-Jul-08	12-Jul-11
Storage	Storage	Support	Kelly, Neva	04Q	PDA	HP	iPAQ 111 Handheld PDA	FA979AA	3CC8220638	H	002427	09000410	\$443.99	31-Jul-08	31-Jul-09

HCSD as of 5-31-12 Disposal Record
DATED 5-15-12

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6900-E

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May 2012

Asset#	Description	Comments	Current Location Bldg & Room #
	<i>see attached detail</i>	<i>Possible Auction</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 Meyer *Gregg Meyer* *5/15/12*
 Name Signature Date

Director/Principal Approval

Director of Facilities

School Business Administrator

[Signature] *5/15/12*
 Signature Date

[Signature] *5/15/12*
 Signature Date

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

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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

LOC	DEPT	RM	NAME	TYPE	DEVICE	MAKE	DESCR	MODEL	SERIAL	OWN	TAG#	P.O.#	COST	WAR BEG	WAR END
Storage	311	Office	Ike, Kerry	04	Scanner	HP	ScanJet 6300Cse	C7670A	SG09426088	H	05027	0101923	\$340.00	09-Feb-01	09-Feb-02
RR	Physical Ed.	Office	Romanski, Mark	04	Printer	HP	DeskJet 6122	C89548	MY3AB2B262	H	N/A	0402264	\$159.07	29-Mar-04	29-Mar-05
Storage	311	Office	Clark, Kimberly	04	PDA	Tribearm	Palm Transport Cart	TCS30	TCS30	H	002356	0802974	\$1,298.00	25-Apr-08	25-Apr-09

HCSO as of 5-31-12 Disposal Record - Possible Auction

DATED 5-15-12

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 #
0	Red Steel goals	—	N. Loading Dock NEW
0	PVC Goals	—	" Pool Ramp
0	Sit up stand (blue)	—	" entrance

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

Jared Zembek

Signature

Date

Name

Director/Principal Approval

Karen Donohue 5/9/12

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

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

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Signature

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