



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 #
000879	Victory 3door Roll in cooler	will need to be disposed of	HS-Kitchen dock

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

Alfreda Peterson Alfreda J. Patterson 6/11/12  
 Name Signature Date

Director/Principal Approval

Director of Facilities

[Signature] 7/21/12  
 Signature Date

School Business Administrator

[Signature] 6/21/12  
 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



# Disposal of District Property

*7/20/12 11/13*

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>Teaching</i>	<i>Possible auction/char</i>	
	<i>see attached for detail</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

*Craig Meyer*  
Name

*Craig Meyer*  
Signature

*6/26/12*  
Date

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

*6/26/12*  
Date

School Business Administrator

*[Signature]*  
Signature

*6/26/12*  
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	DESCRIPTION	MODEL	SERIAL	OWN	TAG#	P.O.#	WAR BEG	WAR END
BF	Computer	303	Clark, Jo Ellen	07	Scanner	HP	ScanJet 5470Cxi	C9853A	CN1841J0T6	H	05657	0300015	7/3/2002	7/3/2003
HS	Computer	167	Donahue, Karen	07	Printer	HP	DeskJet 895Cse	C6410B	SG93U130B1	H	03944	0000408	8/12/1999	8/12/2000
HS	Language	273?	Fesetch, Kelli	07	Scanner	HP	ScanJet 6300Cse	C7672A	SG99I161W6	H	04275	0002568	5/8/2000	5/8/2001
IS	Grade 5	314	Lewis, Stephanie	07	VCR	Sony	Mounted VCR	VMT285A	611321445	H	N/A			
HCSD as of 7/12/12 Disposal Record														
Dated 6/26/12														