

Horseheads Central School District

Disposal of District Property

End 11/1
Sept 27, 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.

Asset#	Description	Comments	Current Location Bldg & Room #
	4x6 floor mat	seams are broken / ripped and mat is coming apart. - tried to use tape to hold seams but unable to hold together & the kids use of mat for exercises	Gardner Rd. Rm 109 P.T.

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

Kim Williams

[Signature]

9/10/12

Name

Signature

Date

Director/Principal Approval

Director of Facilities

[Signature]

9/17/12

Signature

Date

School Business Administrator

[Signature]

9/18/12

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

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 #
1	Student Math Journal Vol. 1 Gr 3 - Out of date		Kidge Kld. Rm. #124
20	EPH Student Reference Book		
1	4th gr. Math Masters		
1	4th gr. Assessment Handbook		
3	4th gr. Student Reference Book		
2	Teachers Reference Manual Gr. 4-6		
1	Home Connection Handbook Gr. K-6		

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

Jennifer Caranagh-Wheeler John C. Wheeler 9/6/12
Name Signature Date

Director/Principal Approval
O. M. Baird 9/6/12
Signature Date

Director of Facilities
Mich. Coghlan 9/12/12
Signature Date

School Business Administrator
J. W. May 9/11/12
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

SEP 10 2012

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.

Quantity	Asset#	Description	Comments	Current Location Bldg & Room #
	1	4th gr. Teacher's Lesson Guide Vol. 2	Out of date	Kidge Rd. Rm #124
	1	Student Math Journal Vol. 2		
	26	A Students Dictionary		
	13	Dictionary Intermediate		
	1	Webster's Elementary Dictionary		
	2	Scholastic Children's Treasuries		
	13	The American Heritage Children's Treasuries		
	1	Thomson's Barnhart Intermediate Dictionary		

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

Jennife-Cavanagh-Wheeler *Jennife-Cavanagh-Wheeler* 9/6/12
 Name Signature Date

Director/Principal Approval *Ma Bar* 9/6/12

Director of Facilities *Michael Cogler* 9/12/12
 Signature Date

School Business Administrator *JM Mary* 9/11/12
 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.

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The above property is being stored for surplus bid at the following location:

 Signature Date

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Quantity	Asset#	Description	Comments	Current Location Bldg & Room #
1	1	Scott Foresman Math	Out of date	Kidde Rd. Km 12.4
1	1	Scott Foresman Reading Imagined Tract		
1	1	Scott Foresman Reading Picture This		
3	3	Catrina Sunflake McMillan McBraw		
1	1	Beat the Story Drum McMillan McBraw		
1	1	Science McBraw - Hill		
1	1	Scott Foresman Content Levelled ^{Records} _{Bellevue} ^{on level} _{recovered}	Levelled Records - All Gr. 3	

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

Name: Jennifer Cavanagh-Wheeler
Signature: [Signature]
Date: 9/6/12

Director/Principal Approval: [Signature]
Date: 9/6/12

Director of Facilities: [Signature]
Date: 9/12/12

School Business Administrator: [Signature]
Date: 9/11/12

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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Quantity	Asset#	Description	Comments	Current Location Bldg & Room #
1	1	Reading for Understanding A	Out of date	Ridge Rd, Rm #24
1	1	Reading for Understanding B		
1	1	Scott Foresman Reading Imagine That	Gr. 3 Vol. 1	
1	1	Scott Foresman Reading Picture This	Gr. 3 Vol. 2	
2	1	Elements of Reading Vocabulary		
1	1	Scott Foresman Contact Levelled Readers	Below Level Gr. 1	
1	1	"	Col level Gr. 1	

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

Name: Jennifer Cavanagh-Wheeler
Signature: [Signature]
Date: 9/6/12

Director/Principal Approval: [Signature]
Date: 9/6/12

Director of Facilities: [Signature]
Date: 9/12/12

School Business Administrator: [Signature]
Date: 9/11/12

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

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Signature _____ Date _____

SEP 10 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.

Quantity	Asset#	Description	Comments	Current Location Bldg & Room #
	1	Home Connection Handbook	Out of date	Bridge Rd. - #124
3		Student Math Journal Vol. 1	↓	↓
2		Student Math Journal Vol. 2		
1		Math Masters		
1		Minute Math + Gr. 1-3		
2		Math Masters - 3 rd gr.		
2		Assessment Handbook 3 rd gr.		

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The property listed above is to be:

disposed of sold at public bid

Jennifer Cavanagh-Wheeler Jennifer Cavanagh-Wheeler 9/6/12
 Name Signature Date

Director/Principal Approval Ms. Marie Baile 9/6/12

Director of Facilities Mark Cagle 9/2/12
 Signature Date

School Business Administrator [Signature] 9/11/12
 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

6900-E

SEP 07 2012

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# No #	Description	Comments	Current Location Bldg & Room #
	old overhead cart projector	not needed	125

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 Alexander

Karen Alexander
Signature

9/4/12
Date

Name

Director/Principal Approval

[Signature]

9/4/12

Director of Facilities

[Signature]

9/7/12

School Business Administrator

[Signature]

9/11/12

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The above property has been disposed of in the following manner:

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Signature

Date

Disposal of District Property

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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 #
2033793	Overhead Projector	Old/Not Used	125
03273	Computer Cart	Old/Not used	104
03275	Computer cart	old/Not used	106

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 Alexander
Name

Karen Alexander
Signature

8/8/12
Date

Director/Principal Approval

[Signature]
Signature

8/7/12
Date

Director of Facilities

[Signature]
Signature

8/17/12
Date

School Business Administrator

[Signature]
Signature

9/6/12
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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Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
14	EDM JOURNAL #2	NEW	OFFICE

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

ELIZABETH SUTTON *Elizabeth Sutton* 8-30-12
 Name Signature Date

Director/Principal Approval *Elizabeth Sutton* 8/30/12
 Signature Date

Director of Facilities *Michael Coghlan* 7/4/12
 Signature Date

School Business Administrator *JL Maraf* 9/6/12
 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

Approved: Jan. 13, 2011
 Administrative Council

Facilities

Horseheads Central School District

Disposal of District Property

AUG 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.

Asset#	Description	Comments	Current Location Bldg & Room #
14	EDM JOURNAL #2	NEW	OFFICE

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

ELIZABETH SUTTON *Elizabeth Sutton* 8-30-12
 Name Signature Date

Director/Principal Approval *[Signature]* 8/30/12
 Signature Date

Director of Facilities *Mark Coghlan* 8/3/12
 Signature Date

School Business Administrator *[Signature]* 9/5/12
 Signature Date

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Asset#	Description	Comments	Current Location Bldg & Room #
	Alpha One Professional Guide	Old Program	Room 104 (R.R.)
	" " Sch. Mate Team Book	" "	" " " "

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The property listed above is to be:

disposed of

sold at public bid

Kim Stoltzfus

[Signature]
Signature

8/29/12
Date

Name

Director/Principal Approval

[Signature]
Signature

8/30/12
Date

Director of Facilities

[Signature]
Signature

9/12/12
Date

School Business Administrator

[Signature]
Signature

9/5/12
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
11667	Computer Cart	Old	storage-Rm 122
07274	Fiberboard TV/DVD cart	Unwanted-to Bid	Room 122
No #	Large freestanding book stand	Old	Room 122
No #	Small freestanding book stand	Old	Room 122

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

Kim Stoltzfus _____
 Name Signature Date
 Director/Principal Approval [Signature] 8/24/12
 Director of Facilities [Signature] 8/30/12
 School Business Administrator [Signature] 9/4/12

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

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The above property is being stored for surplus bid at the following location:

 Signature Date

Approved: Jan. 13, 2011
 Administrative Council

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
	Letter People Story books	Old Program	RR Rm 104
	Sunshine Teacher Resource Kit	Old Program	RR Rm 104
	Alpha Time Black-Line Masters	" "	RR Rm 104
	Maths Their Way Black-Line Masters	Old Program	RR Rm 104

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The property listed above is to be:

disposed of sold at public bid

Kim Stoltzfus

[Signature]
Signature

8/24/12
Date

Name

Director/Principal Approval

[Signature]
Signature

8/30/12
Date

Director of Facilities

School Business Administrator

[Signature]
Signature

9/4/12
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
	<i>See attached list.</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

Greg Meyer
Name

Greg Meyer
Signature

8/20/12
Date

Director/Principal Approval

Director of Facilities

Mark Cogh
Signature

8/20/12
Date

School Business Administrator

Jane Buckley
Signature

8/22/12
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	IRM	NAME	TYPE	DEVICE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	TAG#	P.O.#	WAR BEG	WAR END
HS	Security	South Security Center	DVR	09	DVR	Andover	NVR/DVR	3375-00320	13253	H	003575	Security-Day	6/30/2003	6/30/2004
HS	Security	South Security Center	DVR	09	DVR	Andover	NVR/DVR	3375-00320	09626	H	003576	Security-Day	6/30/2003	6/30/2004
HS	Security	North Security Center	DVR	09	DVR	Andover	NVR/DVR	3375-00320	09600	H	003539	Security-Day	6/30/2003	6/30/2004
BF	Security	Security Center	DVR	09	DVR	Andover	NVR/DVR	3375-00320		H	003749	Security-Day	6/30/2003	6/30/2004
HS	Security	North	Park, Larry	09	MUL	Kalatel	Multiplexor	CBR-16CSQ		H	003541			
HCSD as of 8/30/12 Auction Record														
Created 8/20/12														

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
	See attached list	Non-working	
		Non-compatible	

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 [Signature] 8/20/12
Name Signature Date

Director/Principal Approval

Director of Facilities

[Signature] 8/20/12
Signature Date

School Business Administrator

Jane Buckley 8/22/12
Signature Date

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

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The above property 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
HS	Security	North Secu	DVR	09Q	DVR	Andover	NVR/DVR	3375-00320	09625	H	003540	Security-Da	6/30/2003	6/30/2004
HS	Guidance	Counselor	Jewell, Gillian	09Q	Laptop	Dell	Latitude Core 2 Duo	D630	F8PF6J1	H	002614	0901908	2/9/2009	2/9/2012
MS	Computer	201	Forneck, Wendy	09Q	Projector	Dell	Digital Projector	2300MP	6BZKV61	H	001719	0503113	5/27/2005	5/27/2007
IS	Art	315	Crans, Sherri	09Q	Printer	HP	Deskjet 895Cse	C6410B	MX02H1V201	H	04234	0002204	3/28/2000	3/28/2001
GR	Computer	300	Thomas, Debbie	09Q	Scanner	HP	Scanlet 5200Cse	C7192A	SG9541325T	H	04190	0001253	11/22/1999	11/22/2000
GR	Library	Library	Munson, Lynne	09Q	Scanner	HP	Scanlet 6300Cse	C7672A	SG9AE1612M	H	04224	0001982	3/6/2000	3/6/2001
HCSD as of 8/30/12														
Created 8/20/12														

Horseheads Central School District

Disposal of District Property

for 9/12/12 DOE
6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
	See attached list	Possible auction	

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The property listed above is to be:

disposed of

sold at public bid

Greg Meyer
Name

Greg Meyer
Signature

9/12/12
Date

Director/Principal Approval

Director of Facilities

Michael Coghlan
Signature

9/13/12
Date

School Business Administrator

[Signature]
Signature

9/13/12
Date

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The above property is being stored for surplus bid at the following location:

Signature

Date

LOC	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET TAG	P.O.#	WARRANTY BEGIN	WARRANTY END
GR	CHG	Computer	Cart1	Benkelmann, Jessica	08	Earthwalk	Charging System & Batt	NW-BBAY-3	1816	H	06316	0400009	08-Aug-03	08-Aug-06
GR	CHG	Computer	Cart1	Benkelmann, Jessica	08	Earthwalk	Charging System & Batt	NW-BBAY-3	1814	H	06315	0400009	08-Aug-03	08-Aug-06
HS	CHG	Science	Cart3	Saks, Damian	08	Earthwalk	Charging System	BCS016BBAY	BCS016BBAY	H	002468	0900698	16-Sep-08	16-Sep-09
HCSD as of 9/27/12														
Created 9/12/12														

Horseheads Central School District

Disposal of District Property

for 9/27/12 BOE
6900-E

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

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The property listed above is to be:

disposed of

sold at public bid

Greg Meyer
Name

Greg Meyer
Signature

9/12/12
Date

Director/Principal Approval

Director of Facilities

Michael Gohh
Signature

9/13/12
Date

School Business Administrator

[Signature]
Signature

9/13/12
Date

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The above property is being stored for surplus bid at the following location:

Signature

Date

LOC	DEVICE	DEPT	RM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET TAG	P.O.#	WARRANTY BEGIN	WARRANTY END
CS	PRT	Social	Next to 119	Bennett, Kelly	08Q	HP	Desklet 952C	C6428B	MY11N182GX	H	05552	0200259	01-Aug-01	01-Aug-02
HS	LAP	Science	114	Delorme, Dan	08Q	Dell	Inspiron Pentium III	8000	D22IQ01	H	05146	0200202	19-Jul-01	19-Jul-04
IS	BRD	Grade 6	325	Herman, Patrick	08Q	Smart	Interactive White Board	X	X	H	X			
MS	PRT	Math	110	Seifert, Timothy	08Q	HP	Desklet 895Cse	C6410B	SG93U13043	H	03954	0000408	12-Aug-99	12-Aug-00
RR	SCN	Grade 3	132	Mucci, Kristen	08Q	HP	Scanlet 5200Cse	C7192A	SG9541323J	H	04194	0001253	22-Nov-99	22-Nov-00
RR	SCN	Library	Library	Sell, Judy	08Q	HP	Scanlet 6300Cse	C7672A	SG9CM271P4	H	04266	0002643	08-May-00	08-May-01
HS	SCN	Social	267	Doren, Pamela	08Q	HP	Scanlet 6300Cse	C7672A	SG01Q2719Y	H	04228			
SG01Q2719Y This was originally coded 09Q. 09Q went to the BOE for 9/27/12 already. However, I did not see it in that														
This was changed from 09Q in the Database to 08Q also.														
SMART board assigned to IS, room 325 - this was donated to HCSD by SCT BOCES - to Bob Schmitt, many years ago. It really isn't a registered asset.														
HCSD as of 9/2 Disposal Record														
Created 9/12/12														