

OCT 16 2012

## Horseheads Central School District

## Disposal of District Property

6900-E

End. 11.1  
Oct 25, 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#	Description	Comments	Current Location Bldg & Room #
05047	FAN	MOTOR burned out	Cafeteria Center Street

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

Name

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
_____	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
_____	
_____	
Signature _____ Date _____	

RECEIVED  
OCT 16 2012  
By \_\_\_\_\_

# 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.

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Name

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Date

School Business Exec. or Supt.

Signature

Date

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☐

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

Signature

Date

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
	Grade 6 Literature texts	old program/updated	IS Storage
	Grade 6 Literature workbooks	outdated	"
	Grade 5 Houghton Mifflin English	outdated	"
	Grade 5 Scott Foresman Reading	outdated	"
	Grade 5/6 Everyday Math Teachers	outdated	"
	Grade 5/6 Scott Foresman Ancillaries	outdated	"
	1 Pizzzo Machine	outdated	"

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

Robin Doubrava

Name

Robin Doubrava

Signature

9/21/12

Date

Director/Principal Approval

Robin Doubrava

9/21/12

Director of Facilities

Michael Cagdon

Signature

9/24/12

Date

School Business Administrator

JL Mary

Signature

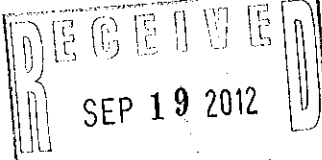
10/16/12

Date

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<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
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<hr/>	
Signature	
Date	



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Asset#	Description	Comments	Current Location Bldg & Room #
NONE	IBM Correcting Selectric III Serial #4538065	Burning smell-old	Main Office
NONE	IBM Selectric II typewriter	#6126, S#4886647	Burning smell-old-Nurses Office

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

Kris Davies

Name

Director/Principal Approval

Director of Facilities

School Business Administrator

Kristine Davies  
Signature

9-14-12  
Date

[Signature]  
Signature

9-14-12  
Date

[Signature]  
Signature

9/18/12  
Date

9/21/12  
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

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
2	Reading Grade 3		103
1	Reading Grade 3 Phonics		103
2	Math flipbook		103
4	Reading Grade 2		103
1	Reading Gr. 4		103
1	Storytown		103
4	maps		103

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

AMSCAPUA

Signature

Date

9/10/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/20/12

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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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
4	Reading		103
4	Science		103
1	math		103
1	Social Studies		103

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

Em Surpren

Signature

Date

9/10/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/6/12

9/20/12

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

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Signature

Date

Delosa

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Asset#	Description	Comments	Current Location Bldg & Room #
(47) (17)	MacMillan McGraw-Hill Spotlight on Literacy (Rabbit)		(47)
(53)	MacMillan McGraw Hill Spotlight on Literacy (Dog)		(53)

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

DM SCAETUS

Name

[Signature]  
Signature

9/10/2012  
Date

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
Date

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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
26	Reading picture books		103
10	" Imagine that		↓
6 sets	Reading audio tapes		
2 sets	Phonics Songs & Rhyme tapes		103
1 set	Building audio tapes		103

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

Em SCAPURA

Name

Signature

Date

9/10/2012

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/26/12

9/28/12

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Signature

Date



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Asset#	Description	Comments	Current Location Bldg & Room #
1	Spotlight books teacher		103
2	Reading practice books		103
2	grammar practice books		103
1	phonics w. book		103
2	sp. work book		103
1	resource planner		103
1	teachers resource file		103

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

DM SARTUA

Signature

Date

9/10/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Date



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Asset#	Description	Comments	Current Location Bldg & Room #
1	word building kit		103
1	Reeling Teachers practice		103
1	100 Gr. 3		103
1	Listening library		103
1	songs & stories		103
3	practice books		103
2	perform. Assessment		103

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

BM SCAPUA

Name

Signature

Date

9/10/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
1	large spider		103
2	Gr. 4 Reading Series 15 books		
2	ex. day math 15505.		
1	ex. day math vol 1		
1	ex. day math vol 2		
1	Reading Gr. 4 teacher		
1	Reading practice		

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The property listed above is to be:



disposed of



sold at public bid

On Sauer

Name

[Signature]  
Signature

9/10/2012  
Date

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/20/12  
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
14	Chemung Canal		103
20	First Settlers		103
19	Gildeel Age		1
28	Twentieth Century		
6	Railroad to Rebellion		
1	Coming of Age		
24	Our town book		

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DM SCAPTWA

Signature

Date

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
19	The Partridge Journal		193
18	Gilded Age 2		✓
9	Social St. Bl		
3	" " Gold		
1	World Around US		

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DM Siskina

Signature

Date

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Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Asset#	Description	Comments	Current Location Bldg & Room #
① 0-673-59627-3	Scott Foresman G4	Outdated	BF2312
① 0-673-59663-X	Teachers Manuals		
① 0-673-61122-1	Blackline Masters G4		
① 0-328-01303-X	SF Rdg Resource Planner		
③ ① 0-673-591645-1	4th Gr. SF Rdg Textbooks		
(17 books) REF 031NW	New Book of Knowledge Ency. Set		
⑩ 0-673-12326-X	SF Intermed. Dictionary (Green)		
③ 0-395-24793-4	Amer. Heritage School Dictionary	Redundant	

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The property listed above is to be:

☒ disposed of☐ sold at public bid

Kim Arnold

Kim Arnold

8/7/12

Name

Signature

Date

Director/Principal Approval

Dyane M. Lept

8/30/2012

Director of Facilities

Michael Coghlin

9/6/12

Signature

Date

School Business Administrator

J. M. Marf

9/28/12

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
Signature _____ Date _____	



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Asset#	Description	Comments	Current Location Bldg & Room #
9	Seeing is believing		103
1	Vol 1 Teaching guide		↓
1	Vol 2 Teaching guide		↓
1	Science mc Graw		↓
1	Ny Adventures		↓

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

DM SCAPURA

Name

*[Signature]*  
Signature

9/10/2012  
Date

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
10	EV. Day math Vol 1		103
11	EV. Day math Vol 2		
1	Gr. 4 Teach Res. Book		
1	Gr 3-6 Indiv. Read. Inv.		
1	Gr 4 Vol 1 Reading Teach		
1	Gr. 4 Vol 2 Reading Teach		

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☒ disposed of

☐ sold at public bid

DM SCAPTA

Signature

Date

9/10/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Asset#	Description	Comments	Current Location Bldg & Room #
14	Imagine that		103
2	Picture this gr. 3 vol. 2		103
1	Imagine that gr. 3 vol. 1		103
1	Reading practice book (teach. copy)		103
1	Spelling teacher's edition		103
2	grammar practice book		103
1	spelling workbook		103
1	resource planner		103

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☒ disposed of

☐ sold at public bid

DM SCAPURA

Name

[Signature]  
Signature

9/10/2012  
Date

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
Date

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<input type="checkbox"/>	The above property has been disposed of in the following manner: _____
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location: _____ _____ _____
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div>	

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Asset#	Description	Comments	Current Location Bldg & Room #
14	Reading: Seeing is believing		103

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:



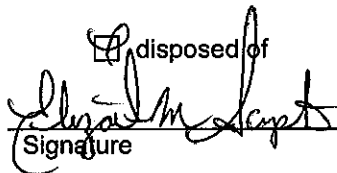
disposed of



sold at public bid

DM SCAPURA

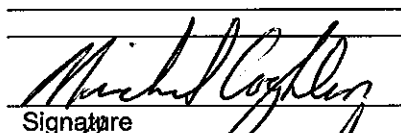
Name

  
Signature

9/16/2012  
Date

Director/Principal Approval

Director of Facilities

  
Signature

9/26/12  
Date

School Business Administrator

  
Signature

9/28/12  
Date

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6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
1	Daily word routine flipchart		103

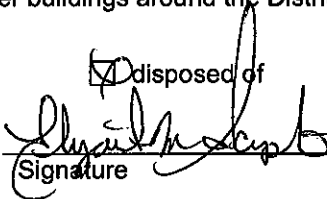
IF the property is to be disposed of as having no value, the Director/Principal affirms that effort has been made to see if the above property has any value to other classrooms or offices in my building. An effort has also been made to see if the property has any value to other in other buildings around the District.

The property listed above is to be:

☒ disposed of

☐ sold at public bid

DM SCAPURA

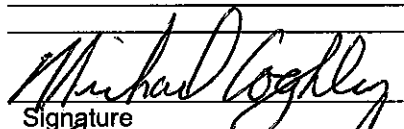
  
Signature

9/10/2012  
Date

Name

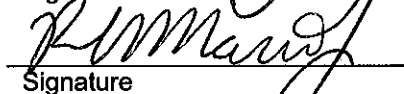
Director/Principal Approval

Director of Facilities

  
Signature

9/26/12  
Date

School Business Administrator

  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner: _____
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location: _____
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div>	

# 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 #
1	picture this gr.3 vol.2		103
1	imagine that gr.3 vol.1		
2	reading practice book		
3	Picture this		
4	imagine that		

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

EM SCOTTS

*[Signature]*  
Signature

9/10/2012

Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12

Date

School Business Administrator

*[Signature]*  
Signature

9/28/12

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

# 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 #
18	reading: seeing is believing		103

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

DM SCAFFA  
Name

[Signature]  
Signature

9/10/2012  
Date

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner: _____
<input type="checkbox"/>	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 #
1	"pitch-in"		103
1	"twice told tales"		103

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

EMS/AST/WT

Name

Signature

Date

Director/Principal Approval

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.

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

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 #
2	seeing is believing		103
1	seeing is believing gr. 4 vol 1		
1	seeing is believing gr. 4 vol 2		
8	Spotlight on Literacy: orange ed.		
1	teachers planning guide "make a wish"		
1	"Naturally"		
1	"That's what friends are for"		

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

Don Surman

[Signature]  
Signature

9/10/2012  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature _____ Date _____	

# 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 #
1	Spotlight on literacy "reteaching blackline		103
1	" " " teacher plan guide gr. 1 Masters"		
1	" " " " " out about		
1	" " " " " something new		
1	" " " " " take a closer look		
1	" " " " " surprise along the way		
6	" " " pen pal		

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

EM SARTW

Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

Signature

9/26/12  
Date

School Business Administrator

Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature	
Date	

# Horseheads Central School District

## Disposal of District Property

6900-E

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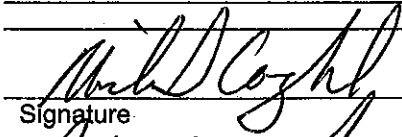
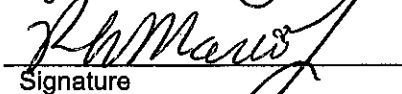
Asset#	Description	Comments	Current Location Bldg & Room #
1	teachers guide for spotlight	g. 2	103
1	Reading Phonics System		103

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

_____ Name	_____ Signature	_____ Date
Director/Principal Approval		
Director of Facilities	 Signature	<u>9/26/12</u> Date
School Business Administrator	 Signature	<u>9/26/12</u> 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 #
1	Spotlight on literacy "eureka"		103
1	" " "hand in hand"		
1	" " "nature's way"		
1	" " "Pen Pals"		
6	" " "take a closer look"		
1	" " "gr. 1 green"		
1	" " "take home book"		

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

BMSUBMS

Name

Signature

Date

Director/Principal Approval

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.

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 #
1	Spotlight on literacy: "spelling activity book"		103
1	ESL		↓
1	" " " : reteaching blackline masters		

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

DNSULTWA

[Signature]  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
2	Spotlight on literacy "take home book"		103
1	" " " Selection: Unit assessments" : teacher manual		103
1	" " " : " " " " workbook		
1	" " " grammar practice book		
1	" " " grammar <del>mini</del> lessons		
1	" " " practice book		
2	" " " progress assessment		

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

Don Sauer

[Signature]  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/26/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature _____ Date _____	

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
1	" " " : See for yourself		103
1	" " " : Community Spirit		
1	" " " : teamwork		
1	" " " : Family album		
1	" " " : Forces of Nature		

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

Em Sullivan

Name

Signature

Date

8/30/2012

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/26/12

9/28/12

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

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 #
3	spotlight on literacy: pink ed.		103
2	" " " practice book: " "		
1	" " " Family Fun		
1	" " " Better Together		
1	" " " green ed.		
11	" " " blue ed.		
1	" " " Good thinking		

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

EM SUTTON

Signature

Date

8/30/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
1	Treasures gr. 4		103
1	Reading: my time to shine gr. 2 vol. 2		↓
1	Reading, practice book		
4	Reading: new beginnings		
5	Reading: my time to shine		

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

Em SCARTANA

Signature

Date

8/20/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/20/12

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

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 #
6	Reading: my time to shine		103
2	" : " " " practice book		
1	" : phonics work book teacher ed.		
3	" : New Beginnings		
3	" : " " practice book		

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

DM SUTMA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
1	let's pretend : teachers guide		103
1	true-blue friends : ""		↓
1	Surprises along the way : ""		↓
1	read all about it : ""		↓
1	out about : ""		↓
1	Something new : ""		↓

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

DM Scatena

Name

Signature

Date

8/30/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/20/12

School Business Administrator

Signature

Date

9/20/12

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 #
5	Everyday Math vl. 2		103
1	" " vol. 1		
1	" " : assessment hand book		
1	" " vol 2 Teacher's lesson		
1	" " " 1 " "		
4	progress assessment gr. 1		
1	practice book gr. 1		

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

DM SCATTU  
Name

[Signature]  
Signature

8/30/2012  
Date

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
2	performance assessment handbook		103
1	writing & language handbook		
1	home involvement activities		
1	Vocab. strategy blackline masters		
1	selection: unit assessment		
1	Read all about: teachers guide		
1	Take a closer look: " "		

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

EMSCAPUA

Name

Signature

Date

Director/Principal Approval

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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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

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[illegible]

The property listed above is to be:

☒ disposed of

☐ sold at public bid

## DM Suptura

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Director/Principal Approval**

## Director of Facilities

**Signature**

Date \_\_\_\_\_

**School Business Administrator**

Signature

Date \_\_\_\_\_

**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 #
2	reading practice book		103
2	Spelling McGraw-Hill		
3	Reading "Seeing is believing"		
1	calc-v-vul		
1	TI-15 calculator		
1	phonics songs : /nymes audio		

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

DMS/APMUA

Name

Signature

Date

Director/Principal Approval

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.

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

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 #
22	Reading: Picture this		103

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

DM Sauer

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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

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	teamwork - teachers guide		103
1	See for yourself - " "		103

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

DM Sartan

[Signature]  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature _____ Date _____	

**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 #
1	Spelling activity - teachers guide		103
1	Spelling activity book		
1	D.L.A. gr. 3		
1	writing process transparencies		
1	Forces of nature - teachers guide		
1	Good Thinking - " "		
1	Community spirit - " "		

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

DM SUTUA

[Signature]  
Signature

8/30/12  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/16/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<input type="checkbox"/>	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

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 #
9	written response booklet		103
8	mult. choice booklet		
1	Imagine that: Teacher man.		
1	Picture This: " "		
1	Read alouds		
1	Teachers guide Spotlight gr. 3		
1	Practice book - teacher guide		✓

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

DM SCALFUT

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
3	practice book		103
1	Selection of unit assessments		
1	Vocab. strategy backbone masters		
1	Grammar practice book		
1	grammar minilesson		
1	Performance assessment handbook		
1	Progress asses. teacher manual - written response		

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

EM SCAPUA

*[Signature]*  
Signature

8/30/2012

Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
29	phonics - level C		103

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

DM SCAPTUA

*[Signature]*  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
7	picture this		103
7	spotlight on literacy		
4	practice book		
1	spelling work book		
2	teachers spelling		
6	spelling		

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

DM SURETWA

*[Signature]*  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/6/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# 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 #
27	Reading-Practice Book		103

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

DM SARTWA

Name

Signature

Date

8/20/2012

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/26/12

9/20/12

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

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[illegible]

Date \_\_\_\_\_

**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

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 #
26	Readings: new beginnings		103

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

PM SCAPURA

Signature

Date

Name

Director/Principal Approval

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.

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 #
6	Reading: Picture This		103
12	Reading: Imagine That		103

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

DM SCARITUA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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

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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 #
13	Reading: Imagine That		103
1	" : Picture This		103
1	phonics workbook - answer key		103
1	phonics take home readers		103
2	leveled reader resource guide		103
1	Teacher resource book		103

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

DM SCAPULLA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/20/12

School Business Administrator

Signature

Date

9/20/12

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

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Asset#	Description	Comments	Current Location Bldg & Room #
19	Open Reading: Imagine That		103

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

DM SCAPTUN

Name

Signature

Date

Director/Principal Approval

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.

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 #
18	Readings: Picture this		103
4	" : Imagine that		103

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

DM SUTUA

Name

Signature

Date

8/30/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
21	Picture this		103

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

DM SCARLETT

Name

Signature

Date

8/30/2012

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/6/12

9/28/12

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

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Asset#	Description	Comments	Current Location Bldg & Room #
20	Picture this		103

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

EM SCAR TUM

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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

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Asset#	Description	Comments	Current Location Bldg & Room #
27	Phonics Books	Modern Curriculum Press	

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

AM SCAPUM

Signature

Date

Name

Director/Principal Approval

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.

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 #
6	Collected Readings: other times, other places		103
6	" " : Express yourself		103

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

EM SCARTUA

*[Signature]*  
Signature

8/30/2012

Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
4	Reading: Seeing is Believing		103
6	Scott Foresman: Math		103
1	Addison-Wesley Math		103
5	Collected readings: Focus on family		
6	" " : Keys to Success		
6	" " : A wider view		
6	" " : Timeless Stories		

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

EM SUTHER

Signature

8/30/2012

Date

Name

Director/Principal Approval

Director of Facilities

Signature

9/26/12

Date

School Business Administrator

Signature

9/28/12

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

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
21	Reading: I imagine that		103
1	Resource Planner gr.3		↓
1	Reading: Picture this gr3 vol 2		↓
1	Reading: I imagine that gr3 vol. 1		↓

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

EM SCAPURA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/26/12

9/28/12

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature	
Date	

## Disposal of District Property

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[illegible]

Date \_\_\_\_\_

**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 #
13	McGraw-Hill Spelling		301

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

EM SCAPUA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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

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 #
26	m'Graw Hill Spelling		301

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

EM SCARTUA

Name

Signature

Date

Director/Principal Approval

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.

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<input type="checkbox"/>	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

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 #
24	McGraw-Hill Spelling		103

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

EMSARTUA

*[Signature]*  
Signature

8/30/12  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# 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 #
1	Penpals: teachers guide		103
1	Natures way: teachers guide		103
11	Spotlight on literacy		↓
9	Barack Obama: Smokeying		↓

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

EM SCAPWA

Name

Signature

Date

Director/Principal Approval

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.

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 #
19	Reading: my time to shine		103

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

DM SCAPURA  
Name

*[Signature]*  
Signature

8/30/2012  
Date

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<input type="checkbox"/>	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 #
27	Houghton - mifflin - english		301

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

DM Sartore

[Signature]  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

[Signature]  
Signature

9/26/12  
Date

School Business Administrator

[Signature]  
Signature

9/28/12  
Date

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☐

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 #
14	Scott Foresman-Addison Wesley Math		301
1	Teacher Manuals		
1	overhead package		
2	technology masters: math		
2	Home & Community Connections: math		
1	practice workbook: math		

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

DM SCARTUA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Signature

Date

# Horseheads Central School District

## Disposal of District Property

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Asset#	Description,	Comments	Current Location Bldg & Room #
1	phonics songs & rhymes flip chart		301

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

EMSCAPUA

*[Signature]*  
Signature

8/30/2012  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
Date

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Signature

Date

# Horseheads Central School District

## Disposal of District Property

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Asset#	Description	Comments	Current Location Bldg & Room #
46	Practice book: Reading		301
1	Imagine that Reading-9.3 vol. 1		
1	teamwork: teacher guide		
1	Good thinking: " "		
1	See for yourself: " "		
2	family album: " "		
0			

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

EM SCOTIUM

Signature

Date

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

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☐

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Signature

Date

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
21	McMillan Spotlight on Literacy	3rd Grade	103
1	Grammar Practice Book		
1	Teacher's Guide		
1	Community Spirit; teachers guide		
1	forces of nature: 1/2 "		

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

EM SCARTUS

Signature

Date

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

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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

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Asset#	Description	Comments	Current Location Bldg & Room #
21	Spotlight on literacy: blue		103
8	Reading: Practice book		103

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

GM SCARFIA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/20/12

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:

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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 #
3	Spotlight on literacy: pink		103
16	" " " : blue		103
3	Reading: new beginning		103

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

DM SCARTUNA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
23	Spotlight on literacy		103

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

EM SCARTUA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Signature

Date

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
5	Reading Practice Book		103
16	New Beginnings: Reading		103

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

EM SARTORI

*[Signature]*  
Signature

8/30/2012

Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/6/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
19	Reading: my time to shine		103
18	Reading: Practice Book		103

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

EM SCAPINIA

Signature

Date

8/30/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
10	Reading Practice: my time to shine		103
14	Reading Practice book: I imagine that		103
10	Spotlight on literacy: blue		103

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

EM SCAPURA

Name

Signature

Date

Director/Principal Approval

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.

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 #
34	writing: language handbook		603

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

EM SAPIURA

*[Signature]*  
Signature

8/21/2012  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/25/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner: _____
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location: _____
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div>	



# 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 #
5	Building English Skills: Plum		103
4	Sing & Dance		
1	7 is magic		
5	Addison - Wesley Science		
1	you & me		
1	Tom & Susan		
1	jitterbug		

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

DM Scarpur

*[Signature]*  
Signature

8/19/2012  
Date

Name

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
Date

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Signature

Date



# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
30	new York, yesterday & Today		103
1	Communities & their needs		103

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

DM SCAPURA

*[Signature]*

8/19/2012

Name

Signature

Date

Director/Principal Approval

Director of Facilities

*[Signature]*

9/26/12

Signature

Date

School Business Administrator

*[Signature]*

9/28/12

Signature

Date

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Signature

Date

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Asset#	Description	Comments	Current Location Bldg & Room #
2	McGraw-Hill Spelling Teachers Manual		301
2	" Teachers Resource Book		
1	" Activity Wkbk		
3	Houghton Mifflin English Wkbk Plus		
1	Houghton Mifflin English Teacher's Manual		
7	Practice Book Madillan McGraw Hill		

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

EM SCARTUA

Signature

Date

8/19/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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Date

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Asset#	Description	Comments	Current Location Bldg & Room #
189	Student Mat Journal vol. 2		103
9	Student Mat Journal vol. 1		103

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

EM SCARTUA

Name

Signature

Date

8/19/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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# 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 #
4	Student mat journal vol. 1 (orange)		103
5	" " " : vol. 2 (orange)		
21	Spotlight on Literacy: blue		
5	" " " : vol. 2 (pink)		
4	" " " : vol. 1 (pink)		

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

DM SCARTUA

Name

*[Signature]*  
Signature

8/19/2012  
Date

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

9/26/12  
Date

School Business Administrator

*[Signature]*  
Signature

9/28/12  
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

# 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 #
16	Soc. St Workbook (Scott Foreman)		103
48	Reading: Practice book		↓
16	Spelling workbook		

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

EM SCARTUA

Signature

8/19/2012  
Date

Name

Director/Principal Approval

Director of Facilities

Signature

9/26/12  
Date

School Business Administrator

Signature

9/28/12  
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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature	
Date	

# Horseheads Central School District

## Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
1	Writing Sampler		103
1	Who's listening?		
1	Teaching kids to write		
1	Tales of magic: folk		
1	Giant Tales		
2	Forbook: Elephant		
1	Kakoma		

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The property listed above is to be:



disposed of



sold at public bid

EM SCARUA

Name

Signature

Date

Director/Principal Approval

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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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 #
1	Authentic Assessment		103
1	Inspiration version 6		
1	Inspiration user's guide		
1	It's our future		
1	Recycling Resources		
1	metric System Simplified		
1	People & Energy		

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

EM SARTINI

Name

Signature

Date

8/19/2012

Director/Principal Approval

Director of Facilities

Signature

Date

9/26/12

School Business Administrator

Signature

Date

9/28/12

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 #
1	Getting Smarter		103
1	Letterwriting Skills		
1	Basic Grammar Skills		
1	Ideas Insights: LA.		
1	Poetry words		
1	Audacious Poetry		
1	Moving on in whole language		

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

EMSCADTMA

Name

Signature

Date

Director/Principal Approval

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.

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

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Asset#	Description	Comments	Current Location Bldg & Room #
1	Phonic Songs & Rhymes Flipchart		103

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

EM SCAPUA

Name

Signature

Date

Director/Principal Approval

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.

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 #
1	Teachers guide for Spotlight books gr.3		103
1	Reading: Picture This		
1	" " " gr.3 vol. 2		
1	" " " Imagine that practice book		
1	" " " " " "		
1	" " " gr.3 vol. 1		
1	Scholastic News packet		

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

EM SCAPURA

Signature

Date

Name

Director/Principal Approval

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.

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

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Asset#	Description	Comments	Current Location Bldg & Room #
	EDM Math Teacher Book	old series of EDM	306 Big Flats
	EDM Math Teacher Book	old series of EDM	306 Big Flats
	ED Math Teacher Book	old series of EDM	306 Big Flats
	ED Math Teacher Book	old series of EDM	306 Big Flats
	ED Math Teacher Book	old series of EDM	306 Big Flats
	ED Math Journal 1	old series of EDM	306 Big Flats

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

EM SARTER

Signature

Date

8/19/2012

Name

Director/Principal Approval

Director of Facilities

Signature

Date

School Business Administrator

Signature

Date

9/26/12

9/28/12

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

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Asset#	Description	Comments	Current Location Bldg & Room #
1	Everyday Math vol. 2		103
1	" " " vol. 1		
4	Spotlight on literacy: blue		
1	" " " : take home book		
1	" " " : practice book		
1	See for yourself: teachers guide		
1	Communities: Soc. Stud.		

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

EM SCAPTURA

Name

*Elyse M. Scaptura*  
Signature

9/15/2012  
Date

Director/Principal Approval

Director of Facilities

*Michael Coghlan*  
Signature

9/26/12  
Date

School Business Administrator

*Rhonda*  
Signature

9/28/12  
Date

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

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<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
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Date	

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
4	Map Skills for today		103
4	Reading Problems in Math		103

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The property listed above is to be:

☐ disposed of

☐ sold at public bid

_____ Name	_____ Signature	_____ Date
Director/Principal Approval		
_____ Director of Facilities	<i>Michael Coghlan</i> Signature	<i>9/26/12</i> Date
_____ School Business Administrator	<i>John Marz</i> Signature	<i>9/26/12</i> 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

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Asset#	Description	Comments	Current Location Bldg & Room #
	<i>See attached for details</i>	<i>Non-functional</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

*Gregg Moyer*

*Greg Moyer*

*10/15/12*

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:
<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
Signature _____ Date _____	

Approved: Jan. 13, 2011; Revised and Approved:  
Administrative Council

Gregg Moyer

LOC	DEVICE	DEPT	INV	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET TAG	P.C.#	WARRANTY/BEG	WARRANTY/END
IS	PRJ	Grade 6	321	Ike, Kerry	10Q	Dell	Digital Projector	2400MP	BQNH791	H	003110	0700154	17-Jul-06	17-Jul-09
HS	PNL	Business	211	Sist, Kathy	10Q	Promethean	Panel	PRM-APANEL15-USPC	6LP00116	H	002149	0800027	25-Jul-07	25-Jul-08
HS	NHD	Technology	156	Malloy, Terry	10Q	Buffalo Technology	Attached	HD-H1.0TGL/R5	15801051014966	H	002059	0701147	31-Oct-06	31-Oct-07
HS	NHD	Technology	156	Malloy, Terry	10Q	Buffalo Technology	Attached	HD-H1.0TGL/R5	15801051014980	H	002058	0701147	31-Oct-06	31-Oct-07
GR	CPU	Grade 2	204	Setzer, Melanie	10Q	Dell	IV MM	GX260D	DQGMQ11	H	05670	0900530	05-Aug-02	05-Aug-05
RR	SCN	Computer	Cart1	Houck, Gennie	10Q	HP	ScanJet 5470Cse	C3850A	CN18F1PDVW	H	N/A			

HCSD AS OF 10/25/12 Disposal Record

Created 10/15/12

*Cap M* 10/15/12

*Mr* 10/15/12