

Horseheads Central School District
 Disposal of District Property

Encl. 11.1
 Nov. 29, 2012

6900-E

District property should normally be disposed of with a public bid or auction. There may be times however, when due to obsolescence and condition of such property, the property has no value. Whenever district property is disposed of – either via public bid or disposed of as having no value - this form is to be used.

Asset#	Description	Comments	Current Location Bldg & Room #
	Holt Pre-Algebra	350	HMS Store room
	Holt Middle School Math Course 2	350	HMS Store room
Two companies contacted to inquire about purchasing the books. There was no interest from either.			

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

Ron Holloway
 Name

[Signature]
 Signature

10/19/12
 Date

Director/Principal Approval

Director of Facilities

[Signature]
 Signature

10/31/12
 Date

School Business Administrator

[Signature]
 Signature

11/5/12
 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

Approved: Jan. 13, 2011
 Administrative Council

M. Coghlan

(over)

Horseheads Central School District

Disposal of District Property

11-29-12 ROE
6900-E
mg

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Asset#	Description	Comments	Current Location Bldg & Room #
	<i>See attached for details</i>	<i>Non-Functional 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 Meyer *Gregg Meyer* *11/9/12*
Name Signature Date

Director/Principal Approval

Director of Facilities

Michael Galt *11/12/12*
Signature Date

School Business Administrator

H. Mary *11/13/12*
Signature Date

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

The section below is to be completed by Facilities when property is disposed of or stored for public bid and then sent to the Business Office.

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

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

Signature Date

LOC	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	TAG	P.O.#	WAR-BEGIN	WAR-END
High School	Printer	Office	South Copy Center	Sternquist, Jan	11Q	HP	Desklet 712C	C5894B	MX94K1W147	H	03903	9902883	30-Jun-99	
Intermediate	Printer	Office	Principal	Bostwick, Michael	11Q	HP	Desklet 895Cse	C6410B	SG93U130D4	H	03985	0000408	12-Aug-99	12-Aug-00
Middle School	Laptop	Technology	125	Watson, Rick	11Q	Dell	Latitude Core 2 Duo	D620	4MPHCD1	H	002271	0800042	29-Jul-07	29-Jul-10
High School	Printer	Computer	167	Donahue, Karen	11Q	HP	Desklet 895Cse	C6410B	SG93U130B1	H	03944	0000408	12-Aug-99	12-Aug-00
HCSD as of 11-29-12 Disposal Record														
Document created 11-9-12														