

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 #
19269	TV	Blew	C5 Cape

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

Katie Cuer  
Name

[Signature]  
Signature

12/15/12  
Date

Director/Principal Approval

[Signature]  
Signature

12/5/12  
Date

Director of Facilities

[Signature]  
Signature

12/7/12  
Date

School Business Exec. or Supt.

[Signature]  
Signature

12/6/12  
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 #
	<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

*[Signature]*  
Name

*[Signature]*  
Signature

*12/5/12*  
Date

Director/Principal Approval

Director of Facilities

*[Signature]*  
Signature

*12/5/12*  
Date

School Business Administrator

*[Signature]*  
Signature

*12/6/12*  
Date

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

LOC	DEVIDG	DEPT	RW	NAME	TYPE	MANUFACTURER	DESCRIPTION	MODEL	SERIAL	OWNER	ASSET#	PHOTO#	WARRANTY EST.	WARRANTY END
Middle	Scanner	Art	116	Kendall, Kathy	12Q	HP	ScanJet 5300CXi	C9928A	C1299T61H9	H	05882	0302150	28-Feb-03	28-Feb-04
Middle	Projector	Language	208	Sechrist, Annette	12Q	Dell	Digital Projector	2400MP	G1NH191	H	003125	0700154	17-Jul-06	17-Jul-09
HCSD as of 12-20-12 Disposal Record														
Document Created 12-5-12														

OK R