

Disposal of District Property

1-31-13 *End 11.1*
BOE
6900-E *Jan, 31, 2013*

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

Asset#	Description	Comments	Current Location Bldg & Room #
	<i>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

Gary Meyer
Name

Gary Meyer
Signature

1/14/13
Date

Director/Principal Approval

Director of Facilities

Phil Light
Signature

1/18/13
Date

School Business Administrator

[Signature]
Signature

1/22/13
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

(over)

LOC	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCR	MODEL	SERIAL	OWN	ASSET#	P.O.#	WARRANTY_BEG	WARRANTY_END
Center St	Projector	Grade 1	115	Potter, Sarah	01Q	Dell	Digital Projector	2400MP	8PNHT91	H	003117	0700154	17-Jul-06	17-Jul-09
Big Flats	Scanner	Office	Principal	Scaptura, Elizabeth	01Q	HP	ScanJet 3970	Q3191A	CN4A6B42CH	H	N/A	0600283	26-Jul-05	26-Jul-06
Big Flats	Scanner	Computer	200	Decker, Karen	01Q	HP	ScanJet 5470Cxi	C9853A	CN19011069	H	05659	0300017	03-Jul-02	03-Jul-03
Middle	Projector	Language	208	Sechrist, Annette	12Q	Dell	Digital Projector	2400MP	GNNHT91	H	003125	0700154	17-Jul-06	17-Jul-09
Middle	Scanner	Art	116	Kendall, Kathy	12Q	HP	ScanJet 5500Cxi	C9928A	CN299T61H9	H	05882	0302150	28-Feb-03	28-Feb-04
HCSD as of 1-31-13 - Disposal Record														
Document Created 1-14-13														