

Disposal of District Property

END. 11.1
Feb. 28, 2013
2-28-13 ROE

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 #
	<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

Greg Meyer
Name

Greg Meyer
Signature

2/11/13
Date

Director/Principal Approval

Director of Facilities

Michael Cella
Signature

3/11/13
Date

School Business Administrator

JL Murphy
Signature

2/12/13
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

Approved: Jan. 13, 2011
Administrative Council

(over)

School	Phone	Custodial Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680625045	H	002713	0903285	15-Jun-09	15-Jun-10
Middle School	Phone	Custodial Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680625045	H	002713	0903285	15-Jun-09	15-Jun-10
Ridge Rd	Phone	Custodial Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680597433	H	002717	0903285	15-Jun-09	15-Jun-10
Ridge Rd	Phone	Custodial Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680626028	H	002714	0903285	01-Jun-09	01-Jun-10
HCSD as of 02-28-13 - Disposal Record													
Document Created 02-11-13													

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The property listed above is to be:

disposed of

sold at public bid

Craig Meyer
Name

Craig Meyer
Signature

2/11/13
Date

Director/Principal Approval

Director of Facilities

Michael Cagle
Signature

2/11/13
Date

School Business Administrator

JL May
Signature

2/12/13
Date

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Signature

Date

Over

LOC	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET#	P.O.#	WARRANTY BEG	WARRANTY END
Middle School	Phone	Custodial	Custodial Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680625045	H	002713	0903285	15-Jun-09	15-Jun-10
Ridge Rd	Phone	Custodial	Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680597433	H	002717	0903285	15-Jun-09	15-Jun-10
Ridge Rd	Phone	Custodial	Office	Austin, Danny	02Q	Nortel	IP Mobile Phone	6120	NNTMHM680626028	H	002714	0903285	01-Jun-09	01-Jun-10
HCSO as of 02-28-13 - Disposal Record														
Document Created 02-11-13														

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
	Holt Pre Algebra		HMS Store room
	Holt Math 2		HMS Store room

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The property listed above is to be:

disposed of

sold at public bid

Ron Holloway

[Signature]

2/14/13

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

[Signature]

2/15/13

Signature

Date

School Business Exec. or Supt.

[Signature]

2/19/13

Signature

Date

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(over)

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
	Desk with sliding doors 5' 1" x 18" w	ID# 00197	HMS storage room
	Wooden cubicle		"
	Two wooden desks for small children		"
	One wooden chair		"
	Wood table with adjustable legs		"

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The property listed above is to be:

disposed of

sold at public bid

Ron Holloway
Name

[Signature]
Signature

2/13/13
Date

Director/Principal Approval

Signature

Date

Director of Facilities

[Signature]
Signature

2/14/13
Date

School Business Exec. or Supt.

[Signature]
Signature

2/19/13
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
	Filing cabinets 8 drawer 52" high 20" wide 28" deep		HMS store room
	wood table 28 1/2 high 6'1 4' wide		11
	computer rolling cart 4' 38" w 28" high		11
	rolling cube shelf 18" L X 20 1/2 W X 23" high 2 shelves		11
	Red round table with adjustable legs		11

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sold at public bid

Ron Holloway
Name

[Signature]
Signature

2/11/13
Date

Director/Principal Approval

[Signature]
Signature

2/15/13
Date

Director of Facilities

[Signature]
Signature

2/15/13
Date

School Business Exec. or Supt.

[Signature]
Signature

2/19/13
Date

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Asset#	Description	Comments	Current Location Bldg & Room #
	4 Computer rolling chairs	hydraulics beyond repair	HS Rm 117

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The property listed above is to be:

disposed of

sold at public bid

Curt Grotenthaler

Curt Grotenthaler

2/13/13

Name

Signature

Date

Director/Principal Approval

Karen L. Donahue

2/13/13

Signature

Date

Director of Facilities

Michelle Dwyer

2/18/13

Signature

Date

School Business Exec. or Supt.

Jane Bradley

2/20/13

Signature

Date

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