

Horseheads Central School District
Disposal of District Property

Encl. 11.1
March 28, 2013
3-28-13 BOE
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 Non-compatible</i>	

(over)

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

Name

Gregg Moyer

Signature

3/14/13

Date

Director/Principal Approval

Director of Facilities

(on vacation)

Signature

Date

School Business Administrator

[Signature]

Signature

3/14/13

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.

<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	

LOC	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET#	P.O.#	WAR BEG	WAR END
Ridge Rd	Projector	Computer	123	Houck, Gennie	03Q	Optoma	EZPro 753 Projector	EP 753	0838221T0DBBE1007	H	05725	0300791	04-Sep-02	04-Sep-05
Middle School	Scanner	Computer	201	Formeck, Wendy	03Q	HP	ScanJet 5500Cxi	C9928A	CN28UT50ZM	H	06261	0400036	30-Jul-03	30-Jul-04

HCSD as of 03-28-13 - Disposal Record
Document Created 03-14-13

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Asset#	Description	Comments	Current Location Bldg & Room #
	2 Typewriters	not used	office

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

Patrick Patterson

Signature

2/27/13
Date

Director/Principal Approval

Signature

2/27/13
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.

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<hr/>	
Signature _____ Date _____	

(over)

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Asset#	Description	Comments	Current Location Bldg & Room #
	<i>Life Fitness 9100H12</i>	<i>Does Not Work</i>	<i>High School Wrestling Room</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

Shane Lese

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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Signature	
Date	