

**Horseheads Central School District
Disposal of District Property**

*End. 11.1
April 25, 2013*

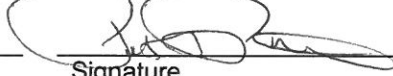
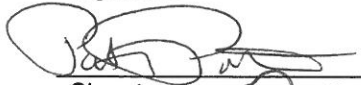
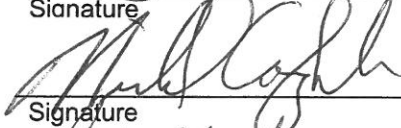
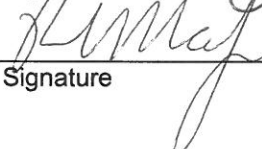
6900-E

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 #
4	Book Cases (Library)	OLD	Storage Area
1	Podium	OLD	Storage Area

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

<i>Patrick Pattersn</i>		<u>1/15/13</u>
Name	Signature	Date
Director/Principal Approval		<u>1/15/13</u>
Director of Facilities		<u>3/20/13</u>
School Business Exec. or Supt.		<u>3/20/13</u>
	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

(over)

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 #
	<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

Gregg Moyer

Name

Gregg Moyer

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Michelle Coughlin

Signature

Date

4/10/12

School Business Exec. or Supt.

Signature

Date

Gregg Moyer

4/12/13

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; Revised and Approved:
Administrative Council

Gregg Moyer

(over)

LOCATION	DEVICE	DEPT	ROOM	NAME	TYPE	MAKE	DESCRIPTION	MODEL	SERIAL	OWN	ASSET#	P.O.#	WAR BEG	WAR END
Storage	Projector	Storage	Storage	Hubbard, Lisa	04Q	Dell	Digital Projector	1100MP	JD8MY51	H	003516	0601421	05-Dec-05	02-Dec-07
Storage	Scanner	Storage	Library	Weidemann, Peg	04Q	HP	ScanJet 5500Cxi	C9928A	CN2AST52Z7	H	06312	0400338	07-Aug-03	07-Aug-04
Middle	Projector	Math	102	Simons, Nancy	04Q	Dell	Digital Projector	2400MP	JNNHT91	H	003127	0700154	17-Jul-06	17-Jul-09

HCSO as of 04-25-13 - Disposal Record
Document Created 04-11-13