

Horseheads Central School District

Disposal of District Property

ENC. 11.1  
Oct. 24, 2013

for 10/24/13 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 #
	See attached for details	Non-functional	
		Not compatible	

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

10/7/13  
Date

Director/Principal Approval

Michael Coughlin  
Signature

10/4/13  
Date

Director of Facilities

[Signature]  
Signature

10/15/13  
Date

School Business Exec. or Supt.

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	ISSUE	ASSIGN	EXPIRE	WARRANTY	WARRANTY END
Ridge Rd	Laptop	Grade 3	132	Ballet, Kim	09	Dell	Latitude Core 2 Duo	D620	90ND001	H	002234	0800041	29-Jul-07	29-Jul-10
Center St	Laptop	Resource	117	Miller, Kristen	09	Earthwalk	Mini Laptop Atom N270	E10V	SY0018610083	H	002930	1001974	15-Mar-10	15-Mar-13
Ridge Rd	Printer	Office	Principal	Bailey, Anne Marie	09	HP	DeskJet 895Cse	C6410B	MX0311T0MF	H	04267	0002643	08-May-00	08-May-01
Center St	Doc Camera	Grade 3	123	French, Kelli	09	LCT	3-in-1 Document Camera	LCT-3CAM-101	179680110003	H	N/A	1400017	03-Jul-13	03-Jul-14
Ridge Rd	Laptop	Grade 2	127	Bower, Megan	09	Dell	Latitude Core 2 Duo	D620	9HR9CD1	H	002279	0800042	29-Jul-07	29-Jul-10

HCSD as of 10-24-13 - Disposal Record  
Document Created 10-7-13

*OK to dispose of*  
*10/17/13*  
*Greg Meyer*

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 #
	TV	does not work	Hallway of IS School By Field House entrance Lockroom

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

Name

Director/Principal Approval

Director of Facilities

School Business Exec. or Supt.

*Ron Holloway*  
Signature

10/8/17  
Date

Signature

Date

*Paul Coghlan*  
Signature

10/9/13  
Date

*J. May*  
Signature

10/15/13  
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