

Horseheads Central School District

Disposal of District Property

6900-E

Encl. 11.1
Feb. 27, 2014

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 #
1	Teacher's Planning Guide		
1	True Blue Friends Maximilian/Mc Caw-Hill		B-Wing

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	<u>Robin Crocker</u> Signature	<u>1/9/14</u> Date
Director/Principal Approval	<u>[Signature]</u> Signature	<u>1/10/2014</u> Date
Director of Facilities	<u>[Signature]</u> Signature	<u>1/22/14</u> Date
School Business Exec. or Supt.	<u>[Signature]</u> Signature	<u>2/3/14</u> 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)

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Asset#	Description	Comments	Current Location Bldg & Room #
2007	Bluebird	Cam shaft broke	Bus Garage
	1BAKFCKA17F240805	& bent push rods	
	cost to repair		
	would be \$7000.00		
	mileage - 89,732		

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☐ disposed of

☒ sold at public bid

Auction International

Ella M Preston

Ella M Preston

1/31/14

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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	Date

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Asset#	Description	Comments	Current Location Bldg & Room #
3	Room Classroom Posters		
1	Room Template		

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☒ disposed of

☐ sold at public bid

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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(over)

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Asset#	Description	Comments	Current Location Bldg & Room #
1	Room Student Reference Book		
2	Room Student Journal Grade 3 Vol 1 & 2		
1	Room Teacher's Reference Manual Grades 1-3		
1	Room Assessment Handbook Grade 3		
1	Room Home Connection Handbook Grades 1-3		
1	Room Minute Math Grades 1-3		
2	Room Teacher's Lesson Guide Grade 3 Vol 1 & 2		

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☐ sold at public bid

Name	Signature	Date
Director/Principal Approval		1/22/2014
Director of Facilities	Signature	Date
		1/23/14
School Business Exec. or Supt.	Signature	Date
		2/3/14

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☐ The above property has been disposed of in the following manner:

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Signature

Date

116

Horseheads Central School District

Disposal of District Property

2/27/14 BOC

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
	See Attached for details	Non-functional	

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The property listed above is to be:

☒ disposed of

☐ sold at public bid

Gregg Moyer
Name

Gregg Moyer
Signature

2/11/14
Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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<hr/>	
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<hr/>	
<hr/>	
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
High School	Printer	Computer	154	Lab154	02	HP	Color LaserJet 4500DN	C4094A	JPHAF15713	H	000613	0100053	18-Aug-00	18-Aug-01

* Two Asset Tags - assume this one is old but documented 04465

HCSD as of 2/27/14 - Disposal Record
Document Created 2/11/14

