# Encl. 11.1 Feb. 27, 2014

#### 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.

A	\sset#	Description Teacher's Planning Co.		mments	Current Location Bldg & Room #
_		True Blue Friends	Maxmillan/Mx Com	w-H:11	B-Wing
see r	the above	is to be disposed of as having need property has any value to other in operty has any value to other in o	r classrooms or offices in my	/ building. An effo	ort has been made to ort has also been made
	The prop	erty listed above is to be:	D disposed of	☐ sold at	public bid
	Name		Signature Signature	<u>1/</u> Da	ate
		Principal Approval	Sanature Sanature	Da Da	1/10/2014
	Director of	of Facilities	Mill Colors Signature	Da	1/22/14/
	School B	usiness Exec. or Supt.	Signature	Da	2/3/14 te/
Forwa	ard this to	the Facilities Office for removal	or storage of said property a	nd signature	
The s	ection be	low is to be completed by Fac to the Business Office.	_	_	red for public bid
	П П	ne above property has been disp	posed of in the following man	ner:	
		ne above property is being store	d for surplus bid at the follow	ring location:	
			Signature		Date

Approved: Jan. 13, 2011; Revised and Approved: Oct. 11, 2012 Administrative Council

(over)

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Asset#	Description	Comm	Current Loca ents Bldg & Roon	
<u>2001</u>	1 Divebiral	Cam 5	nottbacka Bus	200100
	1BAKFCKA17F24	10805 a bont ou	shoods	And S
	٠	air		
	wald be	6-7000.00		
	mileage - 80	9,732		
see if the ab	rty is to be disposed of as having new ove property has any value to other property has any value to other in c	r classrooms or offices in my bu	lding. An effort has also been	e to made
The p	roperty listed above is to be:	disposed of	Sold at public bid Av	ction
Name	a m Preston	Signature Yes	1/31/14 Date	- Henna
Direct	or/Principal Approval			
	. F	Signature	Date	_
Direct	or of Facilities			
Schoo	ol Business Exec. or Supt.	Signature Signature	Date  2/3/14  Date	_
Forward this	to the Facilities Office for removal of	or storage of said property and s	ignature.	
The section and then se	below is to be completed by Fac nt to the Business Office.	ilities when property is dispo	sed of or stored for public bi	d
	The above property has been disp	posed of in the following manner	:	
	The above property is being stored	d for surplus bid at the following	location:	
		Signature	Date	

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6900-E

District property should normally be disposed of with a public bid or auction. There may be times however, when die 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	Posters	Comme	nts	Current Location Bldg & Room #
	Template				
		79			
IF the property is to be dissee if the above property to see if the property has	any value to other in	other buildings ar	ound the District.	ms that effort has	s been made to s also been made
property noted	Spoke is to be:	<b>V</b> dis	posed of	sold at public	c bid
Name		Signature	11,	Date	
Director/Principal A	pproval	Signature	Sept .		2014
Director of Facilities		Signature	Doglad	1/2	3/2014
School Business Exc	ec. or Supt.	Signature	Maf	Date	13/14
Forward this to the Facilities	Office for removal a		0	•	•
The section below is to be and then sent to the Busin	completed by Faciness Office.	r storage of said p	property and signa	ature. of or stored for	public bid
☐ The above pro	perty has been dispo	osed of in the follo	wing manner:		
☐ The above pro	perty is being stored	for surplus bid at	the following local	lion:	
		Signature		Date	

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(over)

## **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 die to obsolescence and condition of such property, the property has no value. Whenever district property is disposed of – either via public bid of disposed of as having no value - this form is to be used.

	Asse	Description	1	Comments	Current Location		
	4	_ Bom Student	Voteronce Basi	∇.	Bldg & Room #		
		- Dom Thotast	Evinos Grade	3 701 142			
-		- Els learbers	Vetamachan	Salatados)-	. 7		
_		- Bon Horsenz	of Handbook G	rade 3			
~		- Boto Hora Com	ration Handbook	2. Grades 1-3			
-	<del>-\</del>	- Bob Dinge	Math Grades	1.3			
-	45	- Por Jeachers	LEGGON Caride (	rode 3 Tol 1	72		
si to	tne pro ee if the see if t	perty is to be disposed of as having above property has any value to oth he property has any value to other in	no value, the Director/Prir ner classrooms or offices in nother buildings around the	ncipal affirms that effor n my building. An effor e District.	t has been made to t has also been made		
	The	e property listed above is to be:	disposed o	of Sold at p	Public bid		
	—— Nar		Signature 1				
		ctor/Principal Approval	In An V	Date	<del></del>		
1/22/2014					122/2014		
Director of Facilities  Date					23/14		
	Schr	and Provinces E	Signature	Date	7/7		
	School Business Exec. or Supt.						
	Signature Date/						
For	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 disp	osed of in the following ma	anner:			
The above property is being stored for surplus bid at the following location:							
\			Signature	Date			

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### **Disposal of District Property**

2/27/14 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.

As:	set#	See Attacked to	defails_	Non-function	Current Location Bldg & Room #
			<del></del>		
					11
300 II U	iic above h	to be disposed of as having no property has any value to other erty has any value to other in o	r ciassrooms or off	icas in my huildina. A	at effort has been made to an effort has also been made
_	The proper Gress Name	ty listed above is to be:	Signature/	osed of s	sold at public bid  2/11/14/ Date
Ε	Director/Pri	ncipal Approval			
	Director of S	Facilities iness Exec. or Supt.	Signature Signature Signature	lyh Manf	Date  2/11/14  Date  2/14/14  Date
		Facilities Office for removal of			е.
and the	en sent to	w is to be completed by Fac the Business Office.	ilities when prope	erty is disposed of o	or stored for public bid
	] The	above property has been disp	osed of in the follo	wing manner:	,
	The	above property is being stored	l for surplus bid at	the following location	:
			Signature		Date

Approved: Jan. 13, 2011; Revised and Approved: Administrative Council



WAD ORC.	18-Aug-00 18-Aug-01		
# O d	0100053		
ASSET#*	000613		
OWN	H 04465		
SERIAL	JPHAF15713 t documented		
MODEL	C4094A		
KE DESCRIPTION	P Color LaserJet 4500DN C4094A JPHAF15713 Two Asset Tags - assume this one is old but documented		
E MA	∓ ‡		
17.0	05		
NAME	Lab154		
ROOM NAME TYPE	Ž,	5	
DEPT	computer	sposal Reco.	/14
DEVICE		27/14 - Dis	eated 2/11
High Chool Drinter Committee		HCSD as of 2/27/14 - Disposal Record	Document Created 2/11/14

Com My