

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 #
V-370	TEAC Stereo Cassette Deck	broken	Office (from stage)

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

Name

[Signature]

Signature

4/2/14  
Date

Director/Principal Approval

[Signature]

Signature

4/2/14  
Date

Director of Facilities

[Signature]

Signature

4/3/14  
Date

School Business Exec. or Supt.

[Signature]

Signature

4/4/14  
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:
<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:
<div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>	

# Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
	12 Board Games	out dated	GR. C-wing

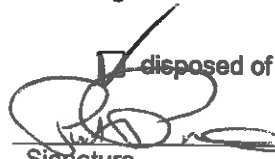
IF the property is to be disposed of as having no value, the Director/Principal affirms that effort has been made to see if the above property has any value to other classrooms or offices in my building. An effort has also been made to see if the property has any value to other in other buildings around the District.

The property listed above is to be:

☒ disposed of

☐ sold at public bid

Patrick Patterson



3/20/14

Name

Signature

Date

Director/Principal Approval

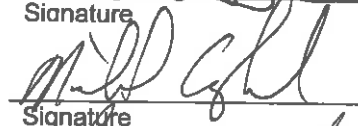


3/20/14

Signature

Date

Director of Facilities

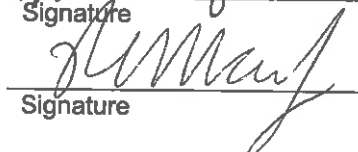


3/24/14

Signature

Date

School Business Exec. or Supt.



3/25/14

Signature

Date

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<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:
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<hr/>	
Signature _____ Date _____	

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Asset#	Description	Comments	Current Location Bldg & Room #
6660 1584-007 13-3	Social Studies Books outdated		DR. C-ling 9 cds
478-0-1536 <sup>05</sup>	Everyday Mathematics outdated		DR. C-ling 2 cds
673-59645-1	Reading seeing is believing	"	" 1 copy
201-25440-9	Addison-Wesley Science	"	" 1 copy
382-12706-0	New York Yesterday and Today	"	" 1 copy
02-280097 02-280098 02-280099	McGraw-Hill Science Vol. 1, 2, 3	"	" 1 copy each
02-280094 02-280095 02-280096	McGraw Hill Science Vol. 1, 2, 3	"	" 1 copy each

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☒ disposed of

☐ sold at public bid

Patrick Patterson

Name

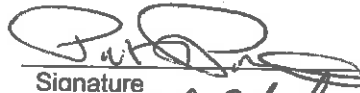


Signature

3/20/14

Date

Director/Principal Approval



Signature

3/20/14

Date

Director of Facilities

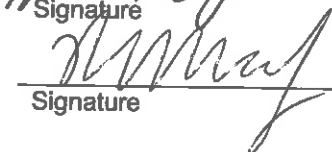


Signature

3/24/14

Date

School Business Exec. or Supt.



Signature

3/25/14

Date

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Signature	
Date	

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Asset#	Description	Comments	Current Location Bldg & Room #
02413	Kitchen Steamer	generator expired	Big Flats Kitchen
003780			

2 stickers  
on item

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

Elizabeth Scaputo  
Name

[Signature]  
Signature

03/20/2014  
Date

Director/Principal Approval

[Signature]  
Signature

03/20/2014  
Date

Director of Facilities

[Signature]  
Signature

Date

School Business Exec. or Supt.

[Signature]  
Signature

3/24/14  
Date

Forward this to the Facilities Office for removal or storage of said property and signature.

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Signature _____ Date _____	

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

6900-E

4/23/14 POE

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

4/23/14  
Date

Director/Principal Approval

Director of Facilities

Michael Cogoli  
Signature

4/8/14  
Date

School Business Exec. or Supt.

Jim May  
Signature

4/9/14  
Date

Forward this to the Facilities Office for removal or storage of said property and signature.

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	<div>Signature</div> <div>Date</div>

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

Gregg Moyer

(over)

Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial/VIN	Ownership	Bar Code	PO #	Date Purchased
CENTER STREET	CPU		0201	DELL	COMPUTER DESKTOP DVD/CDRW	OP GX280D	46N8T71	HHDS	001844	0600009	07/12/2005
CENTER STREET	LAPTOP	GRADE 1	0115	ACER	COMPUTER NETBOOK	AOD160-1577 ASPIRE	LUS570B146508128451801	HHDS	002882	0902787	05/04/2009
CENTER STREET	LAPTOP	GRADE 1	0115	HEWLETT PACKARD	COMPUTER NETBOOK	2140	CHU9204CZK	HHDS	002701	0903051	05/27/2009
GARDNER ROAD	CPU		COMPUTER LAB	DELL	COMPUTER DESKTOP DVD/CDRW	OP GX280D	HWDBW71	HHDS	001885	0503406	07/25/2005
GARDNER ROAD	CPU		COMPUTER LAB	DELL	COMPUTER DESKTOP	OP GX280SMT	4D3NNW71	HHDS	001914	0503403	07/13/2005
GARDNER ROAD	CPU		COMPUTER LAB	DELL	COMPUTER DESKTOP	OP GX280SMT	8D3NNW71	HHDS	001916	0503403	07/13/2005
HIGH - SOUTH	LAPTOP	SPECIAL ED	0152	DELL	COMPUTER LAPTOP 802.15	LATITUDE D630	FSTWCH1	HHDS	002464	0900709	09/08/2008
INTERMEDIATE	LAPTOP	GRADE 1	0115	HEWLETT PACKARD	COMPUTER NETBOOK	2140	CNM81723FB	HHDS	002696	0902814	05/12/2009
INTERMEDIATE	LAPTOP	GRADE 6	0409	DELL	COMPUTER LAPTOP	LATITUDE D620	4QNDX01	HHDS	002218	0900041	07/28/2007
MIDDLE SCHOOL	LAPTOP		0219	EARTHWALK	COMPUTER NETBOOK 1.7GHZ 40 GB	E-BUDDY 9.4	SY6191004382	HHDS	001946	0902115	04/11/2006
Report Total (10 reqd)											
HCSD as of 4-23-14 - Disposal Record											
Document Created 4-3-14											

*Sup M/14* 4/3/14