

Rolodex *Encl. 11.1*
Sept. 25, 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.

Asset#	Description	Comments	Current Location Bldg & Room #
NA	Rolodex DRF 240		
	Rolodex SW-124		
	Rolodex 3500 5		
	(2) Rolodex 2254		
	6485 4x2 1/4" refill cards Rolodex #100 per pack		

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: [Signature] Signature Date: 8/26/14
 Director/Principal Approval
 Director of Facilities: [Signature] Signature Date: 8/27/14
 School Business Exec. or Supt.: [Signature] Signature Date: 9/15/14

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

Horseheads Central School District

X

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	DC Heath Discovering French	1993 copyrind	M/S C99
	Holt French Allez Viens Level 1		M/S C99
	Scott Foresman Literature 2-2 volume sets		M/S C99-e
	Listening Library audio cassette MacMillan McBrat-Hill		" "
	Adventures for Readers Holt Book 1: 2		" "
	Adison Weston Mathematics 26600		" "
	" " " 26500		" "

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

Ron Holloway
Name

[Signature]
Signature

8/19/14
Date

Director/Principal Approval

Signature

Date

Director of Facilities

[Signature]
Signature

8/29/14
Date

School Business Exec. or Supt.

Signature

Date

9/15/14

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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

4

Horseheads Central School District
Disposal of District Property

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	Holt Math Course 2	ISBN 00306705863	HMS Cage
	Holt Pre Algebra	ISBN 0030696097	11
	Scott Forseman	ISBN 020136397-6 Math	11
	Scott Forseman	ISBN 020136397 Math	11
	Mastering the Intermediate level Social Studies test	ISBN 007868881-7	

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The property listed above is to be:

disposed of

sold at public bid

Ron Holloway

[Signature]

7/8/14

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

[Signature]

8/27/14

Signature

Date

School Business Exec. or Supt.

[Signature]

9/15/14

Signature

Date

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

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Signature

Date

4

Horseheads Central School District

Disposal of District Property

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	Overhead projector 3M 1880	5 in cage	
	" " 3M 9100	6 in cage	
	" " ELMO HP L3550 PX	1 in cage	
	2 bullet guided Reader projectors		

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The property listed above is to be:

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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Signature _____ Date _____

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
08167-3086-5	Big Book		Storage
1-58105-223-5	"		↓
1-58105-217-0	"		
1-58105-225-1	"		

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The property listed above is to be:

disposed of

sold at public bid

Robin Crocker

Robin Crocker

8/19/14

Name

Signature

Date

Director/Principal Approval

[Signature]

8/19/2014

Signature

Date

Director of Facilities

[Signature]

8/14/2014

Signature

Date

School Business Exec. or Supt.

[Signature]

8/21/14

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

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
<u>05504</u>	<u>Projector Screen on tripod</u>		<u>Dock</u>
<u>Scott Foresman</u>	<u>Teacher Resource Planner CD</u>	<u>gd. 3 Math</u>	<u>Storage Teds</u>
<u>0-02-180964-2</u>	<u>Big Book grd 1</u>		
<u>0-8136-4107-1</u>	<u>Big Book</u>		
<u>0-15-310452-X</u>	<u>11</u>		
<u>0-8136-3414-8</u>	<u>11</u>		
<u>0-690-72946-2</u>	<u>11</u>		
<u>10-1-58105-211-1</u>	<u>11</u>		

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The property listed above is to be:

disposed of

sold at public bid

Robin Crocker

Robin Crocker
Signature

8/12/14
Date

Name

Director/Principal Approval

[Signature]
Signature

8/14/2014
Date

Director of Facilities

[Signature]
Signature

8/14/2014
Date

School Business Administrator

[Signature]
Signature

8/21/14
Date

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The above property is being stored for surplus bid at the following location:

Signature

Date

Horseheads Central School District

Disposal of District Property

Sept. '14 20E

6900-E

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

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The property listed above is to be: disposed of sold at public bid

Gregg Mayer Name Signature Date 9/10/14

Director/Principal Approval

Director of Facilities

School Business Administrator

Signature Date 9/12/14
Signature Date 9/15/14

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.

Form with checkboxes for disposal or storage, and signature/date lines.

Approved: Jan. 13, 2011
Administrative Council

Handwritten mark or signature at the bottom right.

9/25/14 302 mtg

Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial/VIN	Ownership	Bar Code	PO #	Date Purchased	Building Long Description
BIG FLATS	CHARGE BAY	COMPUTER-GENERAL	CART01		BATTERY CHARGER FOR LAPTOP	BC-S24UBS	NW-8BAY-3	HHDS	AJ00000005	1104775	09/16/2003	BIG FLATS - MAIN BUILDING
CENTER STREET	CAMERA	GRADE K	0104	NIKON	CAMERA DIGITAL	COOL PIX 4200	3516004	HHDS	001701	0500806	09/16/2004	CENTER STREET - MAIN BUILDING
CENTER STREET	CAMERA	GRADE K	0107	Sony	Cyber-shot DSC W310	DSC W310	0875245	HHDS	N/A	1101382	12/16/2010	CENTER STREET - MAIN BUILDING
CENTER STREET	SCANNER	RESOURCE	0122	HEWLETT PACKARD	SCANNER IMAGE	SCANJET G4010, L1856A	CN88WA6000	HHDS	002286	0800170	09/19/2007	CENTER STREET - MAIN BUILDING
GARDNER ROAD	SLATE	GRADE 4	0117	HP	ScanJet G4050	L1857A	6285060185	HHDS	N/A	0802680	05/12/2009	CENTER STREET - MAIN BUILDING
HIGH - NORTH	LAPTOP	PHYSICAL ED	0311	PROMETHEAN	PAD INTERACTIVE SLATE BOARD	PRMRS1-01-US	7NNDGD1	HHDS	003133	0700005	08/01/2008	CENTER STREET - MAIN BUILDING
HIGH - SOUTH	CONTROLLER	NETWORK-GENERAL	GYM OFFICE	DELL	COMPUTER LAPTOP	LATTITUDE D620	OCN1223002C	HHDS	002210	0800041	07/29/2007	GARDNER ROAD - MAIN BUILDING
HIGH - SOUTH	SCANNER	STORAGE-GENERAL	CER A	Cisco	ACS Server	CSACSE-111-R9	CN15JAB002	HHDS	004244	0803351	07/01/2008	HIGH SCHOOL - NORTH - MAIN BUILDING
INTERMEDIATE	SCANNER	STORAGE-GENERAL	0314	HP	ScanJet G4050	L1857A	CN8CPA83W6	HHDS	N/A	1201041	10/14/2011	HIGH SCHOOL - SOUTH - MAIN BUILDING
INTERMEDIATE	SCANNER	GRADE 5		HP	ScanJet G4010	L1850A		HHDS	N/A	0701847	02/20/2007	INTERMEDIATE - MAIN BUILDING

Support Total (10 req)

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Asset#	Description	Comments	Current Location Bldg & Room #
	Discarded library books (listed on attached list)	reasons for discarding are on attached list	LIBRARY

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The property listed above is to be: disposed of (re-cycled) sold at public bid

Name: Judy Sell Signature: Judy Sell Date: 6/26/14

Director/Principal Approval: [Signature] Date: 7/21/14

Director of Facilities: _____ Signature: _____ Date: _____

School Business Administrator: _____ Signature: [Signature] Date: 8/28/14

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Signature Date

RIDGE ROAD LIBRARY

DISCARDS 2013-14

Substitute Teacher Plans	condition
Duck in the Truck	condition
Simple Recipes for Kids	condition
What is a Princess?	condition
Doll in the Garden	condition
Fun Boy	condition
Paddington Bear	condition
Biscuit Storybook Collection	condition
Meet John F. Kennedy	condition
Bravo Mia	condition
Scaredy Squirrel	condition
I Can Be a Ballerina	condition
Ballet Sisters	condition
Clifford's Halloween (pb)	condition
Uglified Ducky	condition
Taste of Blackberries	interest
Meet Ash's Pikachu	condition
Big Cats	condition
Exploring the Oceans (pb)	non-circulating
Rotten Ralph's Trick or Treat	condition
The Perfect Thanksgiving	condition
Secret Life of underwater champ (pb)	non-circulating
Mike Fink	condition
Princess Primer	condition
Our Valentine Book	condition
Podrace (pb)	condition
Sammy Sosa	interest
Dingoes at dinnertime (pb)	condition
Hobie Hansen, You're weird (pb)	interest

Hobie Hansen, Greatest Hero (pb)	interest
Hobie Hansen in sticks and stones (pb)	interest
Show jumper wanted (pb)	interest
Shaw's fortune	interest
Curious George's Treasury	condition
From fruit to flower	difficult
Millie Cooper	interest
New World Explorers	age
New Amsterdam	age
Jonas Brothers	interest
Let's go to Canada	age
Mt. Miracle (pb)	duplicate
World's Fair (pb)	duplicate
Wanda Worrywart	interest
Yellowjackets	condition
Legend of Sleepy Hollow	duplicate
Paul Revere's Boston	age
Kristy & walking disaster (pb)	condition
Anastasia's chosen career (pb)	duplicate
Stacey's book (pb)	duplicate
Claudia & Clue in photo (pb)	condition
Claudia & Phantom phone calls (pb)	condition
Switcharound	condition
Anatasia has answer (pb)	duplicate
Anatasia at your service (pb)	duplicate
Prince & pooch (pb)	condition
Nightmare on Hannah St.	interest
Face-off	interest
Dawn & surfer ghost (pb)	condition
Tomorrow's Wizard (pb)	interest
Anatasia's chosen career (pb)	duplicate
Land of promise (pb)	duplicate
Truth about Stacey (pb)	condition

Here come bridesmaids (pb)	condition
Kristy & baby parade (pb)	condition
Anatasia on her own (pb)	duplicate
Spy kids (pb)	condition
Spy kids (pb)	condition
Mary Todd Lincoln	age
Rooftop Astronomer	interest
Grandma Moses	interest
Napoleon	interest
On way home	difficult
Venus Williams	interest
Steven Spielberg	age
Sequoyah	interest
Ben Franklin	age
Starring babysitter club (pb)	condition
Harriet Beecher Stowe	interest
Mother Teresa	interest
To the point	interest
Hiawatha	interest
Birds in bushes	interest
Kristi Yamaguchi	age
Hank Aaron	condition
Story of William Penn	duplicate
Beatrix Potter	difficult
2 Worlds of Beatrix Potter	condition
Peter the Great	interest
Frankenstein makes sandwich	condition
Jim Abbott	age
Mother, Aunt Susan and Me	condition
Mary McLeod Bethrone (pb)	duplicate
Alex Graham Bell	condition
Seeing Fingers	condition
Black Hawk	condition

Rachel Carson	interest
Leif Lucky	condition
Queen Elizabeth II	age
Nelson Mandela	age
Serious Science	age
Stickman Odyssey – Book 2	difficult
Fat Fanny, Beanpole Bertha and the boys	interest
The show and tell war	age
Encyclopedia Brown tracks them down	condition
Kylie’s song	interest
Cinderella	condition
The adventures of Wishbone: Salty Dog (pb)	interest
The adventures of Wishbone: Be a wolf! (pb)	interest
Encyclopedia Brown sets the pace	age
Encyclopedia Brown keeps the peace	age
Caddie Woodlawn	age
There’s a ghost in the coatroom	interest
Left-handed shortstop	interest
Dave at night	interest
Hilary and the troublemakers	duplicate
The water horse (pb)	interest
Three terrible trins	interest
Fourth Grade rats	interest
Peter Pan	difficult
Pudmuddles	interest
Christina’s ghost	duplicate
Angela Anaconda be nice, Nanette! (pb)	interest
Jeffrey’s Ghost and the fifth grade dragon	interest
Herbie Jones and the birthday showdown	interest
Herbie Jones and the class gift	interest
Addie’s long summer	interest
Ask Mr. Bear	interest
Spider watching	interest

The little match girl	interest
Cats	condition
Miss Penny and Mr. Grubbs	interest
Alice and Wonderland	condition
The Emperor's new clothes	condition
Molly the Brave and Me (pb)	condition
Ivy Green, Cootie Queen (pb)	condition
Jeffrey's Ghost and the leftover baseball team	interest
The steadfast tin soldier	interest
Storm in the night	interest
Opposites	condition
Noise in the night (pb)	condition
Earth Weather as explained by Professor Xargle	interest
Earth Hounds as explained by Professor Xargle	interest
Earth Mobiles as explained by Professor Xargle	interest
Earthlets as explained by Professor Xargle	interest
The best little monkeys in the world (pb)	condition
The frog prince (pb)	condition
The adventures of Wishbone: Mr. Jekyll and Mr. Dog (pb)	interest
The ghost of windy hill (pb)	interest
The blossoms and the green phantom (pb)	condition
Great Brain	condition
Great brain returns	condition
Like Jake and Me	interest
Matthew Jackson meets the wall	age
Elmer & the dragon	duplicate
Big rigs	age
Let's go to the moon	age
Cutaway space vehicle	condition
On the shuttle	age
First on the moon (pb)	age
Why do cats meow	condition
Worse myths	interest

Great unknown	interest
Green eggs and ham	condition
Barking ghost (pb)	condition
12 – Little bear’s friend (pb)	condition
11 – Owl at home (pb)	condition
13 - Case of cat’s meow (pb)	condition
15 – Squabbles (pb)	interest
13 – Best Friends for Frances (pb)	interest
32 – Call it courage (pb)	interest
Complete Nursery song book	age
Magic Snowman	condition
Ber Bears Go to Doctor (pb)	duplicate
Colt on Christmas Eve (pb)	condition
Rainforest (pb)	condition
Who Lives in the Arctic (pb)	condition
Aladdin and sly magician	condition
Pocket for Corduroy	condition
Family in Sri Lanka	age
Family in India	age
Family in Pakistan	age
Civilizations of Americas	difficult
Story of Valley Forge	condition
Coming of the Pilgrims	condition
Give Us Liberty	age
American Revolution	age
Story of Dec of Ind	age
Let’s Go to Philippines	age
Indian Warriors and Their Weapons	condition
Indians at Home	condition
True Book of Indians	condition
Amer Indian as Farmer	condition
Family in Egypt	age
Iroquois	age

Growing Up Amish
Family in Nigeria
Let's Go to Kenya

interest
age
age