

Encl. 11.1
Oct. 23, 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 #
05248	metal cabinet (has not been used	not needed in years)	Bus Garage

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

Ella m Preston Name Ella m Preston Signature 9/16/14 Date

Director/Principal Approval

Director of Facilities

Michael Coghlan Signature 9/17/14 Date

School Business Administrator

[Signature] Signature 9/23/14 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.

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

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
None	Remote origination cart	empty - can	High School
HCSD 317 (bar code)		discard per Gregg Moyer email dated 9/10/14	Library

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: Mary Ann Leonard-Sheets Signature: [Signature] Date: 9/24/14

Director/Principal Approval: [Signature] Date: 9/24/14

Director of Facilities: [Signature] Date: 9/24/14

School Business Exec. or Supt.: [Signature] Date: 9/26/14

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

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	Kindergarten Kitchen Set	Broken	109 Ridge Road
NA	Kindergarten Easel	Broken	109 Ridge Road

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

Anne-Marie Bailey, Principal

Q-Mari Baird
Signature

10/8/14
Date

Name

Director/Principal Approval

Q-Mari Baird
Signature

10/8/14
Date

Director of Facilities

Michael Coughlin
Signature

10/9/14
Date

School Business Exec. or Supt.

[Signature]
Signature

10/15/14
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: _____
	Signature _____ Date _____

Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial/VIN	Ownership	Bar Code	PO #	Date Purchased	Building Long Description
34 - SOUTH RIDGE ROAD	SCANNER	SOCIAL STUDIES	0285	HP	Scanner 6530	C8871A	CN385S700C	HHDS	✓ N/A	0402068	04/12/2004	HIGH SCHOOL - SOUTH - MAIN BUILDING
	LAPTOP	GRADE 2	0125	Earthwalk	NETBOOK COMPUTER W/ BATTERY	E10V-570-WINTS	SY1318500028	HHDS	✓ 004505	1200005	08/02/2011	RIDGE ROAD - MAIN BUILDING
Report Total (2 records)												