

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.

NA ↓

Asset#	Description	Comments	Current Location Bldg & Room #
9780673 62 5045	Scott Foresman/ leveled Reader	Treasure in Cellar-	5 Storeroom
62 5359	" "	Postcards to Mary-	6 "
62 5205	" "	Cowboys of Argentina-	6 "
62 5502	" "	Norman Rockwell-	6 "
62 5151	" "	Big Bee -	6 "
62 5328	" "	Amelia Flies-	6 "
62 5298	" "	Rabbit and Coyote-	6 "

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

Name	<u>Robin Crocker</u>	Signature	<u>Robin Crocker</u>	Date	<u>10/15/14</u>
Director/Principal Approval		Signature	<u>[Signature]</u>	Date	<u>10/15/2014</u>
Director of Facilities		Signature	<u>[Signature]</u>	Date	<u>10/20/14</u>
School Business Exec. or Supt.		Signature	<u>[Signature]</u>	Date	<u>10/21/14</u>

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 #
9780673 62 5137	Scott Foresman/ leveled Reader	The perfect garden - 1	store room
" 62 5014	" "	elephant painter - 6	"
62 547a	" "	Wang yan	- 6 "
62 5038	" "	Maddie in the middle - 6	"
62 5373	" "	Allie the brave - 6	"
62 5335	" "	Independence Day - 6	"
62 534a	" "	Helpful Herbie - 5	"

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Name	Signature	Date
Director/Principal Approval	<u>[Signature]</u>	<u>10/15/2014</u>
	Signature	Date
Director of Facilities	<u>[Signature]</u>	<u>10/20/14</u>
	Signature	Date
School Business Exec. or Supt.	<u>[Signature]</u>	<u>10/21/14</u>
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Nov '14 BOE

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 Moyer
Name

Gregg Moyer
Signature

11/5/14
Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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Date

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

Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial#	Ownership	Bar Code	PO #	Date Purchased	Building Long Description
RIDGE ROAD	CPU	GRADE K	0108	DELL	COMPUTER DESKTOP	OP GX240	D87NJ11	HHDS	001016	203587	02/09/2003	RIDGE ROAD - MAIN BUILDING
TRN	CPU	OFFICE-GENERAL OFFICE		Dell	Optiplex Pentium IV MM	GX270D	115X451	HHDS	001958	0900009	07/02/2004	TRANSPORTATION - MAIN BUILDING
Report Total (2 records)												

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
9780673 625366	Scott Foresman/ leveled Reader	Visit to the past-6	store room
" 625113	" "	Prairie Home- 4	"
" 625311	" "	Eating Feet- 6	"
" 625533	" "	Gram Knits -6	"
" 625250	" "	Good Old Days - 3	"
" 625243	" "	Flying lesson-2	"
" 625267	" "	grandfather, doll, cap-3	"

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Robin Crocker

Robin Crocker
Signature

10/15/14
Date

Name

Director/Principal Approval

[Signature]

10/15/2014

Director of Facilities

[Signature]
Signature

10/20/14
Date

School Business Administrator

[Signature]
Signature

10/21/14
Date

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NA ↓

Asset#	Description	Comments	Current Location Bldg & Room #
9780673 625175	Scott Foresman/ leveled Readers	Kenny's Day off	- 6 Storeroom
9780673 625120	"	Woodhuck's new paper	- 6 "
9780673 625489	"	Dukie's Collection	- 6 "
9780673 625526	"	Thomas Edison	- 6 "
9780673 625304	"	One good swing	- 6 "
9780673 625403	"	Liberty	- 6 "
9780673 625212	"	Pet sitting pasture	- 6 "

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Director of Facilities	<u>[Signature]</u>	<u>10/20/14</u>
School Business Administrator	<u>[Signature]</u>	<u>10/21/14</u>
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NA ↓

Asset#	Description	Comments	Current Location Bldg & Room #
9780673625236	Scott Foresman/levelled Reader	Nellie Cashman - 6	store room
9780673625281	" "	A Horse Tale - 6	"
9780673625496	" "	Try, Try, Again - 6	"
9780673625540	" "	Missing King - 5	"
9780673625199	" "	Keeper of the Night - 6	"
9780673624956	" "	King for a day - 6	"
9780673625182	" "	Fortunately - 6	"

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

Robin Crocker	<u>Robin Crocker</u>	10/16/14
Name	Signature	Date
Director/Principal Approval	<u>[Signature]</u>	10/15/2014
Director of Facilities	<u>[Signature]</u>	10/20/14
School Business Administrator	<u>[Signature]</u>	10/21/14
	Signature	Date

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NA ↓

Asset#	Description	Comments	Current Location Bldg & Room #
9780673625458	Scott Foresterman/Javeland Roader School play - 6		store room
9780673625274	"	Come to a pawwow - 6	"
9780673624970	"	No Big Deal - 6	"
9780673624994	"	The moon cheese - 6	"
9780673625090	"	Pig Newton Pops Up - 6	"
9780673625410	"	Oceans Tides - 6	"
9780673625007	"	Saxophone Surprise - 6	"

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Robin Crocker	Robin Crocker	10/16/14
Name	Signature	Date
Director/Principal Approval	<i>Elyse Joseph</i>	10/15/2014
Director of Facilities	<i>Michael Goble</i>	10/21/14
School Business Administrator	<i>Kim May</i>	10/21/14
	Signature	Date

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Asset#	Description	Comments	Current Location Bldg & Room #
9780673624987	Scott Foresman/levelled Reader	The Good News - 6	store room
978067362547	" "	Lobstering - 6	"
9780673625465	" "	Ella Fitzgerald - 6	"
9780673624963	" "	Special Day - 6	"
9780673625083	" "	Matt's Garden - 6	"
9780673625137	" "	Perfect Garden - 10	"
9780673625519	" "	Greetings From Norwichville - 5	"

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Robin Crocker

Robin Crocker

10/15/14

Name

Signature

Date

Director/Principal Approval

[Signature]

10/15/2014

Signature

Date

Director of Facilities

[Signature]

10/21/14

Signature

Date

School Business Exec. or Supt.

[Signature]

10/21/14

Signature

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Asset#	Description	Comments	Current Location Bldg & Room #
9780673 <i>NA</i> <u>630391</u>	<u>Scott Foresman / leveled Readers</u>	<u>A wider view - 6</u>	<u>Storage room</u>
<u>630414</u>	<u>" "</u>	<u>Timeless Stories - 6</u>	<u>" "</u>
<u>630438</u>	<u>" "</u>	<u>Express yourself - 6</u>	<u>" "</u>
<u>630384</u>	<u>" "</u>	<u>Focus on Family - 6</u>	<u>" "</u>
<u>630407</u>	<u>" "</u>	<u>Key to Success - 6</u>	<u>" "</u>
<u>630421</u>	<u>" "</u>	<u>Other times other places - 6</u>	<u>" "</u>

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Director/Principal Approval	<u>[Signature]</u>	<u>10/15/2014</u>
	Signature	Date
Director of Facilities	<u>[Signature]</u>	<u>10/21/15</u>
	Signature	Date
School Business Exec. or Supt.	<u>[Signature]</u>	<u>10/21/14</u>
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Asset#	Description	Comments	Current Location Bldg & Room #
NA	Discarded library books (see attached list)		Library - back room

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sold at public bid

Judy Sell

Name

Judy Sell
Signature

7/2/14
Date

Director/Principal Approval

[Signature]
Signature

7/10/2014
Date

Director of Facilities

[Signature]
Signature

7/21/15
Date

School Business Administrator

[Signature]
Signature

10/21/14
Date

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Approved: Jan. 13, 2011
Administrative Council

OCT 09 2014

x

BIG FLATS ELEM LIBRARY

DISCARDED BOOKS 2013-14

Ricky Ricotta's Mighty Robot VS Uranium Unicorns (pb)	condition
Warriors Bluestar's Prophecy	condition
Warriors Forest of Secrets (pb)	condition
Amphibians and Reptiles	condition
Beyond the Frontier	difficult
The Oregon Trail	difficult
The Alamo	difficult
Horns and Wrinkles	checked out once in 2009
Riding the Flume	checked out once in 2006
Almost Sisters (sisters war)	last borrowed in 2004
The Boxes	difficult
Almost Sisters (sisters scheme)	last borrowed in 2004
Ride Fly Guy Ride	condition
Duck on a Bike	size
Green Eggs and Ham	condition
Very busy spider	condition
Blue Ninja	difficult
Fever 1793 (pb)	difficult
How Tia Lola Came to Stay (pb)	interest
Adventures of Reddy Fox (pb)	interest
Adventures of Prickly Porky (pb)	interest
Adventures of Poor Mrs. Quack (pb)	interest
Adventures of Peter Cottontail (pb)	interest
Mrs. Peter Rabbit (pb)	interest
Adventures of Unc Billy Possum (pb)	interest
Mother West Wind (pb)	interest
Adventures of Danny Meadow Mouse (pb)	interest
Adventures of Chatterer (pb)	interest
Adventures of Buster Bear (pb)	interest
Adventures of Jerry Muskrat (pb)	interest

Adventures of Bobby Raccoon (pb)	interest
Adventures of Happy Jack (pb)	interest
Whitefoot the Wood Mouse (pb)	interest
Adventures of Grandfather Frog (pb)	interest
Adventures of Jimmy Skunk (pb)	interest
Adventures of Johnny Chuck (pb)	interest
Ghost Dog (pb)	interest
Second Grade Star (pb)	non-circulating
The Catnapping Caper (pb)	non-circulating
McGrowl (pb)	non-circulating
Owls in the Family	interest
Hob and the Goblins	interest
Full Moon Soup	condition
Alone (pb)	non-circulating
Building a New Nation	difficult
The American Revolution	difficult
Jeffersonian Republicans	difficult
Andrew Jackson's America	difficult
Pilgrims and Puritans	difficult
Reconstruction and Jim Crow	difficult
For Home and Country	difficult
A Separate Battle	difficult
Betsy and the Boys	non-circulating
Back to School with Betsy	non-circulating
B is for Betsy	non-circulating
Our President Bill Clinton (pb)	outdated
Time Duncan (pb)	outdated
Hilary and the lions	non-circulating
Lance Armstrong	non-circulating
Kevin Jones	interest
Danny Harf	interest
I, Columbus	difficult
Dwayne Wade	outdated

Harriet Tubman	condition
Trial By Ice	difficult
David Robinson (pb)	outdated
Colin Powell	outdated
Donovan McNabb	outdated
Yao Ming (pb)	outdated
Derek Jeter (pb)	outdated
LeBron James (pb)	outdated
Mia Hamm (pb)	outdated
Hilary Rodham Clinton	outdated
Bill Clinton	outdated
Cities in the Sand	interest
Hispanic American, Texas & Mexican War	difficult
Slavery and the Coming of the Civil War	difficult
Horse Called Dragon	outdated
Faith and the Electric Dogs (pb)	interest
The Wreckers (pb)	interest
Lizabeth's Story (pb)	interest
Triss (pb)	difficult and no interest
Champ (pb)	interest
Skye's the Limit (pb)	interest
Robert and the Great Pepperoni (pb)	interest
The Prince, the cook and the cunning king	interest
Haunting in Williamsburg (pb)	non-circulating
Enchanted (pb)	outdated
Spy catcher gang (pb)	interest
Maestoso Petra (pb)	interest
Fighter Planes Up Close	condition
Grampa's Zombie BBQ	condition
Clifford's Big Red Reader (pb)	condition
Barbie & the three musketeers	condition – damaged
Barbie – a fairy secret	damaged
December	interest

Homework Hassles (pb)	condition
War Horse (pb)	interest
Encyclopedia of Cats	difficult
Atlas	outdated
History of the world	outdated
Atlas	outdated
White Stallion	condition
Spring Heeled Jack	interest
Stargirl	difficult
Fright night (PB)	difficult
Christmas rat	strange
Double dare to be scared	strange
Esperanza Rising (PB)	difficult
Blue eyed Daisy	difficult
Game of hide and seek	condition
Horse show champ	condition
Nora the Nanapus	interest
Magic for fun (PB)	condition
Lord Brocktree	difficult
Legend of Lake	difficult
Purplicious	condition
Michael	interest
Jesse Owens	difficult
Great moments in Baseball History (PB)	condition
Black Snowman	interest
Royal Christmas	condition
Heather takes the reins (PB)	interest
Mrs. Merriwether's musical cat	condition
Dinner at Magritte's	interest
Sideways stories from Wayside School	condition
Stealiing Home (pb)	condition
Alligator with the mean smile (pb)	condition
Battle of Labyrith (pb)	condition

Selected Poems of Robert Frost	difficult
Horrible Harry in Room 2B	condition
Swamp monster in third grade (pb)	condition
Last airbender – (pb) 2 copies	condition
10 little rubber ducks	condition
Shipwrecks – pirate’s island (pb)	condition
Sideways stories from Wayside School	condition
Trouble in fur coat (pb)	interest
Spunky’s diary (pb)	interest
Prodigal cat (pb)	interest
Maury had a little lamb (pb)	interest
Insects & spiders	condition
At the ocean	condition
True story of the 3 little pigs (pb)	condition
Life size reptiles	condition
Blast off! (pb)	condition
Football	damaged/condition
U.S. Army	condition
Cinderella	condition
Red Pizza for a Blue Count (PB)	condition
Baseball in April	difficult
Hop on Pop	condition
That’s good! That’s bad! (PB)	condition
Blueberries for Sal	condition
Killer Creatures	condition
Disney Princess: Princess Story Collection	condition
Emeraldicious	condition
The Disney Fairies Story Collection (PB)	condition
Horton hatches the egg	condition
Shark	condition
Agent Cody II Banks: Destination London (PB)	condition
Book of world records 2009 (PB)	condition
Puppy Place: Snowball (PB)	condition

Puppy Care	condition
Life-Sized Dinosaurs	condition
A giant cutaway book: Inside the Titanic	condition
Meet Kit	condition
Children's Baking Book	condition
Weasel	difficult
Move over Rover	condition
Gingerbread Friends	condition
Taste of Blackberries	non-circulating
Horrible Harry and the dungeon (pb)	condition
Chugga Choo Choo (pb)	non-circulating
I wear my tutu (pb)	non-circulating
Stuart's cape (pb)	non-circulating
Muslim Festivals	interest
Akimba	interest
Filipino Children's Stories	interest
New King	interest
All chalked up (pb)	interest
Kitten	condition
Woof	age
Kinghts of Silversnow (pb)	condition
Eek (pb)	condition
Cruises	age
Battleships	age
Destroyers	age
Frigates	age
Hunter-Killer Subs	age
Katy & Big Snow	condition
Can you find difference (pb)	condition
Snow White	condition
Someone's Jealous (pb)	duplicate
Bounce Around Tigger (pb)	duplicate
Someone's Grumpy (pb)	duplicate

Pooh's leaf pile (pb)	duplicate
No worries	condition
Pinocchio	condition
Grand and wonderful day	duplicate
Someone's Afraid (pb)	duplicate
Winnie the Pooh	condition
Whoever you are (pb)	duplicate
My side of Story	condition
Cinderella	condition
Patrick's dinosaurs	condition
Busy town race day (pb)	condition
Stuart finds his way home (pb)	condition
Miss Nelson is back (pb)	condition
Five Chinese brothers	condition
Coughing Catfish	condition
Monster under shed (pb)	condition
Big honey hunt	condition
Berenstain Bears visit dentist (pb)	condition
Berenstain Bears visit dentist (pb)	condition
U.S. Air Force	age
Charlie & the chocolate factory (pb)	condition
How to draw Nickelodeon	condition
Frozen Fire	non-circulating
Replay (pb)	non-circulating
Big Mambo (pb)	non-circulating
Billy Click	non-circulating
Rasco & rats of Nimh (pb)	condition
Magician's boy	non-circulating
Samantha Gill (pb)	non-circulating
Emergency Rescue	non-circulating
Allison's Zinna	non-circulating
When the roaster crowed	non-circulating
Not the piano Mrs. Medley	non-circulating

My monster mama loves me	non-circulating
Hooper Humperdink	non-circulating
A is for salad	non-circulating
Dogs	condition
Dexter the tough (pb)	non-circulating
Raven's Gate (pb)	non-circulating
Among the Barons (pb)	duplicate
Berenstain Bears and the messy room (pb)	condition
Trouble for Thomas (pb)	condition
Thomas gets tricked (pb)	condition
Down at the docks (pb)	condition
Worry Stone	interest
Little house	condition
D.W.'s guide to preschool (pb)	condition
When I was little (pb)	condition
Prancer (pb)	condition
Best way to play (pb)	condition
Night of the Gargoyles	duplicate
Dragon Prince (pb)	difficult
Good Liar (pb)	difficult
Dark of the woods	difficult
Art of keeping cool	difficult
Keys to the kingdom	difficult
Book of lies	difficult
Leo the late bloomer	condition
Oscar's new neighbor	condition
George and Martha	condition
6 Pony Pals (pb)	duplicates
6 Saddle Club (pb)	interest
Toyin Fay	interest
Amelia Bedelia Treasury	condition
What was that? (pb)	condition
Farm Summer	interest

20 Animorphs (pb)	interest
Visser (2 copies)	interest
Hork-Bajir (2 copies)	interest
9 Bionicles (pb)	interest
Whale Sharks	condition
Hammerhead Sharks	condition
Nurse Sharks	condition
Thresher Sharks	condition
I Spy School Days	condition
Sharks	condition
Danger Joe Show (pb)	interest
Stanley in Space (pb)	condition
Invisible Stanley (pb)	condition
Stanley's Christmas (pb)	condition
Secret of the Indian (pb)	condition
Indian in the Cupboard (pb)	condition
3 Canterwood Crest (pb)	interest
5 Heartland (pb)	duplicates
7 Jack Sparrow (pb)	interest
9 Bailey School Kids (pb)	duplicates
Willow the Pony (pb)	interest
Sign of Shapeshifter (pb)	interest
Guests (pb)	interest
Back Yard Angel	condition

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 #
19225	3m overhead Projector	ALL Projectors have	
19224	" "	either broken Cords, bulbs	
19255	" "	Safety Issues	
04844	" "	↓	
02973	" "		
19254	" "		
04427	" "		

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

	Signature	10-30-14 Date
Director/Principal Approval	Signature	Date
Director of Facilities	Signature	11/4/14 Date
School Business Exec. or Supt.	Signature	11/5/14 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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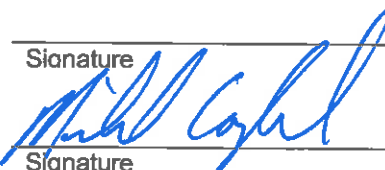
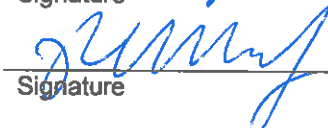
Asset#	Description	Comments	Current Location Bldg & Room #
02924	3M overhead projector	ALL projectors have	
02925	" "	either broken cords	
001473	" "	Bulbs, safety issues	
04843	" "		
04626	" "		
0464	" "		
06528	" "		

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The property listed above is to be:

disposed of

sold at public bid

	 _____ Signature	10-30-14 _____ Date
Director/Principal Approval	 _____ Signature	11/6/14 _____ Date
Director of Facilities	 _____ Signature	11/5/14 _____ Date
School Business Exec. or Supt.	_____ 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

x

Horseheads Central School District

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
04227	Black cushion office chair	Bad shape Rips and tears	storage pod @ #5
04240	" " "	" "	" "
04239	" " "	" "	" "
No Asset	student desk chair combo (4) count	missing feet, Rust, Taps loose	" "
No Asset	student desk (15) count	missing feet, Rust, Taps loose	" "
17902	Book Return Box	laminet missing, cracked	" "
No Asset	Gray Rolling computer Desk	missing wheel, Bad shape	" "

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

 Name Signature *James Flork* Date 10-30-14

Director/Principal Approval
 Signature _____ Date _____

Director of Facilities
 Signature *Mark White* Date 11/4/14

School Business Exec. or Supt.
 Signature *J. Murphy* Date 11/5/14

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

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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

Horseheads Central School District

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
003441	Advance ALL Cleaner	All equipment does	Blue barn
003440	" "	Not work or function	" "
003437	" "	↓	" "
003439	" "		" "
003627	Advance Terra 132 B		" "
06897	Advance Pickup machine		" "
01562	Tornado Shop vac		" "

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

	<u>Gregory Flann</u> Signature	<u>10-30-14</u> Date
Director/Principal Approval	<u>[Signature]</u> Signature	<u> </u> Date
Director of Facilities	<u>[Signature]</u> Signature	<u>11/4/14</u> Date
School Business Exec. or Supt.	<u>[Signature]</u> Signature	<u>11/5/14</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

x

Horseheads Central School District

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
No #	Kaivae Cleaning Systems	All equipment does	Bluebarn
000928	Advance floor machine walk behind	Not work or function	" "
000396	Advance Riding floor machine #R2800	correctly	" "
No #	NEY craft Centrifical casting machine	↓	" "
"	Hand sanitizer station DEB 4unit		" "
"	Big Country breeze barn fan		" "
No # ^s	3m overhead Projectors (8) count	Projectors has broken cords BUTBS safety ISSUES	" "

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 Jaym 7/14/14 Date 10-30-14

Director/Principal Approval _____ Signature _____ Date _____

Director of Facilities _____ Signature [Signature] Date 11/4/14

School Business Exec. or Supt. _____ Signature [Signature] Date 11/5/14

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

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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 _____

x

Horseheads Central School District

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
04708	3M overhead projector	ALL projectors have	
20497	" "	either broken bulbs, cords	
06651	" "	Safety Issues	
20496	" "	↓	
No #	Small student chairs (25)	Broken legs, feet, missing tops	
No #	4 door metal filing cabinet	Broken handles, dented	

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

_____	<u>Danny Stahl</u>	<u>10-30-14</u>
Name	Signature	Date
Director/Principal Approval	_____	_____
	Signature	Date
Director of Facilities	<u>Michelle G...</u>	<u>11/4/14</u>
	Signature	Date
School Business Exec. or Supt.	<u>J. May</u>	<u>11/5/14</u>
	Signature	Date

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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

x

Horseheads Central School District

Disposal of District Property

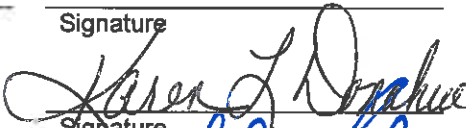


6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
no tags	(3) Cafeteria tables		North loading dock

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

Name	Signature	Date
Director/Principal Approval		11-4-14
Director of Facilities	Signature	Date
		11-4/14
School Business Exec. or Supt.	Signature	Date
		11/5/14

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

x

Mary Anne Bly

From: Julie Tompkins
Sent: Wednesday, November 05, 2014 10:01 AM
To: Mary Anne Bly
Subject: RE: Message from HCSD Business Office

Mike Singerhoff just let me know that there are no tags.

From: Mary Anne Bly
Sent: Wednesday, November 05, 2014 7:37 AM
To: Karen Donahue; Julie Tompkins
Subject: FW: Message from HCSD Business Office

Good morning, attached is a disposal form for 3 cafeteria tables. Would you please have whom-ever put them out for disposal check for asset tag numbers? Those are needed to remove the proper tables from inventory. Thank you.

*Mary Anne Bly
Business Office
Horseheads Central Schools
607-795-2400 ex. 4248*

Horseheads Central School District Confidentiality Notice: This electronic transmission may contain information that is confidential or privileged. If you are not the intended recipient or if you believe that you have received this transmission in error, please be aware that any reliance on or disclosure, copying, distribution, or use of the contents of this transmission is prohibited. If you have received this transmission in error, please notify us by telephone at the above phone number or reply e-mail. Thank you.

From: HCSDBusinessOffice@horseheadsdistrict.com [mailto:HCSDBusinessOffice@horseheadsdistrict.com]
Sent: Wednesday, November 05, 2014 7:34 AM
To: Mary Anne Bly
Subject: Message from HCSD Business Office