

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 #
<del>_____</del>	oil reels	Broken / not working	Bus garage
<del>_____</del>	oil / Fuel Filters	outdated / not used	Bus garage
<del>_____</del>	Compressor motor	not used anymore	Bus garage
003194	P36 VAN	Bad engine	Bus garage
003010 / 020086	wheel BALANCER	updating outdated machine	Bus garage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

Auctions, International

Jason Johnson

Jason Johnson

11-18-14

Name

Signature

Date

Director/Principal Approval

Ellen Preston

11/18/14

~~Director of Facilities~~

Signature

Date

School Business Administrator

Signature

Date

*[Handwritten Signature]*

11/19/14

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

1

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	2 T.V.'s SVC and Toshiba	Not used	Storage G.R.
02929	4 VCR's Zenith + 3 SVC	Not used	11
NA	7 All Together Scribner Reading Series	Not used Books	11
NA	5 Reading lets learn together Scott Foresman	Not used books	11
04842	4 Projectors 3M	Not used	11

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

Name: Mike Welch Signature: Mike Welch Date: 10/22/14  
 Director/Principal Approval: [Signature] Date: 10/22/14  
 Director of Facilities: [Signature] Date: 11/17/2014  
 School Business Exec. or Supt.: [Signature] Date: 11/25/14

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Signature Date

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Asset#	Description	Comments	Current Location Bldg & Room #
NA 0-07-604559-5	poetry works		stage
NA 97801765052-4	4/1 gd. 2 everyday math	Assessment BK	↓
0-07-584465-6	"	Core standards vol 1	
0-07-600073-7	"	teacher's lesson vol. 2	
0-07-584467-2	"	reference manual	
0-07-584468-0	"	math incantans	
		assessment BK	

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

Robin Crocker

Robin Crocker  
Signature

\_\_\_\_\_  
Date

Name  
Director/Principal Approval

[Signature]  
Signature

11/17/2014  
Date

Director of Facilities

[Signature]  
Signature

11/17/14  
Date

School Business Administrator

[Signature]  
Signature

11/25/14  
Date

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

x

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Asset#	Description	Comments	Current Location Bldg & Room #
NA 0-07-600074-5	evening math guide		stage
↓ 0-201-91278-b	Scott Foresman math gd. 2	problem of the day	↓
NA	Explore Activity VCR tapes	16/gd. 1	
↓	Scholastic cassette tapes	20	

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

Robin Crocker	<del>8/7/14</del> Robin Crocker	8/7/14
Name	Signature	Date
Director/Principal Approval	<i>[Signature]</i>	11/17/2014
Director of Facilities	<i>[Signature]</i>	11/19/2014
School Business Administrator	<i>[Signature]</i>	11/25/14
	Signature	Date

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Signature Date

Approved: Jan. 13, 2011  
Administrative Council

Horseheads Central School District

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Asset#	Description	Comments	Current Location Bldg & Room #
NA 10-0-15-343169-5	Story Town		Stage
<del>0-228-24345-0</del>	<del>Scott Foreman/Reading Street</del>		↓
10-0-15-343171	Story Town		
10-0-547-25174-2	Journeys		
10-0-15-347125-5	Harcourt Social Studies		
10-0-547-25182-1	Journeys		
10-0-15-343168-7	Story town		

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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	
Director/Principal Approval		Signature	<u>[Signature]</u>	Date	<u>11/17/2014</u>
Director of Facilities		Signature	<u>[Signature]</u>	Date	<u>11/17/2014</u>
School Business Administrator		Signature	<u>[Signature]</u>	Date	<u>11/25/14</u>

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Date

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Asset#	Description	Comments	Current Location Bldg & Room #
<del>13-9778-0-15</del>			Stage
10.0-547-25176-9	Journeys		↓
10.0-547-25168-8	"		
10.0-547-25178-5	"		
10.0-547-25171-8	"		
10.0-15-343170-9	staytown		
97800765768-5-2	Everyday mathpd. 2		

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Name	<u>Robin Crocker</u>	Signature	<u>Robin Crocker</u>	Date	<u>8/7/14</u>
Director/Principal Approval		Signature	<u>[Signature]</u>	Date	<u>11/17/2014</u>
Director of Facilities		Signature	<u>[Signature]</u>	Date	<u>11/19/14</u>
School Business Administrator		Signature	<u>[Signature]</u>	Date	<u>11/25/14</u>

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Signature

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Date

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Asset#	Description	Comments	Current Location Bldg & Room #
NA	Phonics Initial Consonants	Creepy Cave	Ridge Rd 117
	Math Munchers Deluxe	Grades 3-6	"
	Word Munchers Deluxe	Grades 1-5	"
	Knowledge Munchers Deluxe	Grades 3-6	"
	Reading Blaster	Ages 6-9	"

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\* Software no longer works.

The property listed above is to be:

disposed of

sold at public bid

Mecia Archambeault M. Archambeault 11/18/14  
 Name Signature Date

Director/Principal Approval Q. Mai Baird 11/12/14  
 Signature Date

Director of Facilities Mark Coghly 11/19/14  
 Signature Date

School Business Exec. or Supt. J. M. May 11/25/14  
 Signature Date

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Signature \_\_\_\_\_ Date \_\_\_\_\_

†