

**Disposal of District Property**

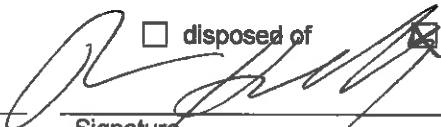
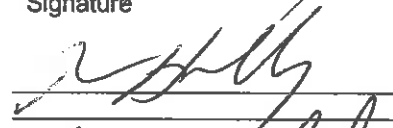
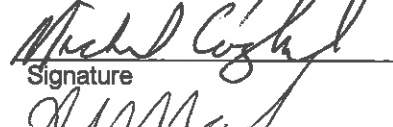
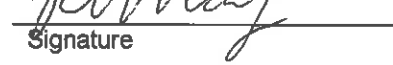
6900-E

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 #
x 003388	R150 EZ 220U Serial # 79704287	Broken	HMS - Faculty Downstair

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 <u>Ron Holloway</u>	Signature 	Date <u>1/8/15</u>
Director/Principal Approval	Signature 	Date <u>12/29/14</u>
Director of Facilities	Signature 	Date <u>1/7/15</u>
School Business Administrator	Signature 	Date <u>1/13/15</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

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 #
1 none	Panasonic Video Monitor Model CT-1387VYD	broken - doesn't work	HHHS 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

Marcy Ann Sheets

*[Signature]*

12/5/14

Name

Signature

Date

Director/Principal Approval

*[Signature]*

12/8/14

Signature

Date

Director of Facilities

*[Signature]*

12/10/14

Signature

Date

School Business Exec. or Supt.

*[Signature]*

12/11/14

Signature

Date

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Horseheads Central School District

Disposal of District Property

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
021702	Round cafe tables	Bent Legs, Bad wheels Tops are loose safety issues	Blue Barn
021713	" " "	" "	" "

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

Gregory Tordin Name      Gregory Tordin Signature      12-3-11 Date

Director/Principal Approval

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

Director of Facilities

Signature: [Signature] Date: 12/4/11

School Business Exec. or Supt.

Signature: [Signature] Date: 12/8/11

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

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 #
21679	Round cafe Table	Bent Legs, Bad wheels, Table tops loose, safety ISSUES	Blue Barn
021676	" " "	" " "	" "
021696	" " "	" " "	Blue barn
021716	" " "	" " "	" "
00322	" " "	" " "	" "
021692	" " "	" " "	" "
00341	" " "	" " "	" "

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

Gregory Nordin

*[Signature]*  
Signature

12-3-14  
Date

Name

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

Date

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\_\_\_\_\_

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 #
00341	Round cafe tables	Bent Legs, Bad wheels Table tops loose safety issues	Blue Barn
021711	" " "	" "	" "
021698	" " "	" "	" "
021710	" " "	" "	" "
021680	" " "	" "	" "
021709	" " "	" "	" "
021712	" " "	" "	" "

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

Gregory Nordin

Name

Gregory Nordin

Signature

12-3-14

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Signature

Date

School Business Exec. or Supt.

Signature

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

6900-E

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Asset#	Description	Comments	Current Location Bldg & Room #
021712	Round cafe tables	Bent Legs, Bad wheels Table tops loose Safety Issues	Blue barn
021695	" " "	" " "	" "
021704	" " "	" " "	" "
021685	" " "	" " "	" "
021682	" " "	" " "	" "
021684	" " "	" " "	" "
021686	" " "	" " "	" "

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The property listed above is to be:

disposed of

sold at public bid

Gregory Jordan

Gregory Jordan

12-3-14

Name

Signature

Date

Director/Principal Approval

Signature

Date

Director of Facilities

Michael

12/4/14

Signature

Date

School Business Exec. or Supt.

Sumner

12/8/14

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 #
NA 6	Archery Targets - Cardboard + Wood targets	We have not used these targets in 8 years because we have new targets and they are too costly to maintain.	North Gym Store room (girls side)

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The property listed above is to be:

disposed of

sold at public bid

Shane Lese

Sh M L

12/2/14

Name

Signature

Date

Director/Principal Approval

Karen Donahue

12/3/14

Signature

Date

Director of Facilities

Phil High

12/4/14

Signature

Date

School Business Exec. or Supt.

J M Murphy

12/8/14

Signature

Date

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

4

Horseheads Central School District

Disposal of District Property

Dec. '14 BOE

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 #
	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

12/5/14  
Date

Director/Principal Approval

Signature

Date

Director of Facilities

Michael Coughlin  
Signature

12/10/14  
Date

School Business Exec. or Supt.

[Signature]  
Signature

12/11/14  
Date

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\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Gregg Moyer

X



Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial/VIN	Ownership	Bar Code	PO #	Date Purchased	Building Long Description
CENTER STREET	LAPTOP	RESOURCE	0113	EARTH-WALK	COMPUTER NETBOOK	N10L E10V	SY0224000001	HHDS	004431	1001974	06/13/2011	CENTER STREET - MAIN BUILDING
HIGH - SOUTH	RESPONDER STORAGE-GENERAL	STORAGE	STORAGE	PROMETHEAN	RESPONDER SET 32 W/ 1 RECEIVER	1-PRM-AV2-KT10	5210098014	HHDS	002038	0700868	09/22/2006	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	RESPONDER STORAGE-GENERAL	STORAGE	STORAGE	PROMETHEAN	RESPONDER SET PACKAGE	AV3-KT3ZAMER	Y8251100711	HHDS	002451	0900048	06/21/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	SCANNER ART	ART	0153	HP	ScanJet 5500Cxi	C9828A	CN2BUT512S	HHDS	06265	0400036	07/30/2003	HIGH SCHOOL - SOUTH - MAIN BUILDING

Report Total (4 records)