

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 #
	<i>See attached for details</i>	<i>Non-functional</i>	
		<i>Non-compatible</i>	

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: Gregg Moyer Signature: *Gregg Moyer* Date: 2/12/15

Director/Principal Approval: Signature: _____ Date: _____

Director of Facilities: Signature: *Mitch Gohl* Date: 1/15/15

School Business Exec. or Supt.: Signature: *Jim [unclear]* Date: 1/22/15

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 _____

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

Gregg Moyer

Building	Device	Sub Department	Previous Room	Manufacturer	Description	Model	Serial/VIN	Ownership	Bar Code	PO #	Date Purchased	Building Long Description
CENTER STREET FACILITIES	LAPTOP	RESOURCE	0113	EARTH/WALK	COMPUTER NETBOOK	I10L E10V	SY0224000001	HHDS	004431	1001974	06/13/2011	CENTER STREET - MAIN BUILDING
FACILITIES	CPU	FACILITIES	DOWNSTAIRS	DELL	COMPUTER DESKTOP	OP GX745DT	7YFR6D1	HHDS	002125	0800038	07/20/2007	FACILITIES - MAIN BUILDING
FACILITIES	CPU	FACILITIES	DOWNSTAIRS	DELL	COMPUTER DESKTOP	OP GX745DT	JPRR6D1	HHDS	002134	0800038	07/20/2007	FACILITIES - MAIN BUILDING
HIGH - NORTH	CAMERA	HEALTH	0204	Sony	Medica Digital Camera	MVC-FD83	259952	HHDS	002139	0800038	07/20/2007	FACILITIES - MAIN BUILDING
HIGH - SOUTH	CPU	STORAGE-GENERAL	STORAGE	DELL	COMPUTER DESKTOP	OP GX755DT	3P8L9G1	HHDS	002386	0002205	03/24/2000	HIGH SCHOOL - NORTH - MAIN BUILDING
HIGH - SOUTH	CPU	STORAGE-GENERAL	STORAGE	DELL	COMPUTER DESKTOP	OP GX755DT	8P8L9G1	HHDS	002386	0803285	03/09/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	COMPUTER-GENERAL	CART07	DELL	COMPUTER LAPTOP 802.11	LATITUDE D630	1CC5RG1	HHDS	002405	0900046	05/11/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	COMPUTER-GENERAL	CART07	DELL	COMPUTER LAPTOP 802.11	LATITUDE D630	6CC5RG1	HHDS	002407	0900046	07/10/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	COMPUTER-GENERAL	CART07	DELL	COMPUTER LAPTOP 802.11	LATITUDE D630	JBC5RG1	HHDS	002408	0900046	07/10/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	COMPUTER-GENERAL	CART07	DELL	COMPUTER LAPTOP	LATITUDE D630	G8PF6J1	HHDS	002818	0901908	02/13/2009	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	ED SUPPORT	NETWORK TECHN	DELL	Inspiron Celeron	2500	DGKMQ01	HHDS	05140	0200202	07/18/2001	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	COMPUTER LAPTOP 802.18	LATITUDE D630	CSTWCH1	HHDS	002467	0900709	09/08/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	COMPUTER LAPTOP	LATITUDE D630	29FF651	HHDS	002815	0901908	02/13/2009	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	COMPUTER LAPTOP	LATITUDE D630	C8PF6J1	HHDS	002817	0901908	02/13/2009	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	COMPUTER NETBOOK	LATITUDE 2100	9728RJ1	HHDS	002721	0803185	06/26/2009	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	Latitude XT Core 2 Duo	U7700	60J58K1	HHDS	002727	1000900	06/24/2009	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	LAPTOP	STORAGE-GENERAL	STORAGE	DELL	Latitude Atom N270	2100	2PCKWK1	HHDS	002844	0700898	10/14/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	RESPONDER	STORAGE-GENERAL	STORAGE	PROMETHEAN	RESPONDER SET 32 W/1 RECVR	1-PRM-AV2-KIT10	5210098014	HHDS	002036	0700898	09/22/2006	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	SCANNER	ART	0153	HP	ScanJet 5500Ci	C9528A	Y8251100711	HHDS	002451	0900048	08/21/2008	HIGH SCHOOL - SOUTH - MAIN BUILDING
HIGH - SOUTH	SCANNER	SPECIAL ED	0253	HP	ScanJet 5530	Q3871A	CN3895711T	HHDS	0400036	0400036	07/30/2003	HIGH SCHOOL - SOUTH - MAIN BUILDING
TRN	CPU	MAIN	SUPERVISOR	DELL	COMPUTER DESKTOP	OP GX755DT	FBTRQF1	HHDS	N/A	0401488	12/18/2003	HIGH SCHOOL - SOUTH - MAIN BUILDING
TRN	CPU	MAIN	MAIN OFFICE	DELL	COMPUTER DESKTOP	OP GX755DT	2CTRQF1	HHDS	002345	0802212	03/04/2008	TRANSPORTATION - MAIN BUILDING
TRN	LAPTOP	OFFICE-GENERAL	SUPERVISOR	DELL	Latitude Pentium M 780	D810	GCTGM81	HHDS	002346	0802212	03/04/2008	TRANSPORTATION - MAIN BUILDING

Report Total (25 records)

Handwritten signature

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Asset# ^{-N/A}	Description	Comments	Current Location Bldg & Room #
0-201-31280-8	Math Problems of the Day	Obsolete	BFL 312

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

Kim Arnold _____
 Name Signature Date 1/5/2015

Director/Principal Approval _____
 Signature Date 1/6/2015

Director of Facilities _____
 Signature Date 1/6/15

School Business Exec. or Supt. _____
 Signature Date 1/22/15

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

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	Asset#	Description	Comments	Current Location Bldg & Room #
NA	None	Teacher chair/wheels	broken	dark
NA	19365	Califone Cassette recorder	outdated	Science closet
NA	08910	Audiotronics record player	↓	" "
NA	GK0024	record player Califone		" "
	(00138 > 03887)	panasonic projector TWO TAGS		" "

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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>12/30/14</u>
Director/Principal Approval	Signature <u>[Signature]</u>	Date <u>01/06/2015</u>
Director of Facilities	Signature <u>[Signature]</u>	Date <u>1/16/15</u>
School Business Exec. or Supt.	Signature <u>[Signature]</u>	Date <u>1/22/15</u>

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X

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Asset#	Description	Comments	Current Location Bldg & Room #
X NO TAGS	overhead projectors X 16	No longer used	science closet
NO TAG	typewriter X 1	No longer used	" "
NO TAG	slide projector X 1	No longer used	" "
NO TAGS	Am/fm cassette player X 2	No longer used	" "
NO TAGS	AV CARTS X 5	No longer used	" "

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

Robin Crocker Robin Crocker 1/16/15
Name Signature Date

Director/Principal Approval [Signature] 01/06/2015
Signature Date

Director of Facilities [Signature] 1/16/15
Signature Date

School Business Exec. or Supt. [Signature] 1/22/15
Signature Date

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