

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<br>Bldg & Room # |
|--------|---------------------------------|--|-----------------------------------|
|        | <i>See attached for details</i> | <i>Non-functional<br/>Not 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

*Gregg Moyer*  
Name

*Gregg Moyer*  
Signature

*2/11/15*  
Date

Director/Principal Approval

Signature  
*Michael Loght*  
Signature

Date  
*2/13/15*  
Date

Director of Facilities

School Business Exec. or Supt.

Signature  
*LU Maf*  
Signature

Date  
*2/19/15*  
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 \_\_\_\_\_

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

| Building                 | Device  | Sub Department  | Previous Room | Manufacturer | Description     | Model  | Serial/VN  | Ownership | Bar Code | PO #    | Date Purchased | Building Long Description           |
|--------------------------|---------|-----------------|---------------|--------------|-----------------|--------|------------|-----------|----------|---------|----------------|-------------------------------------|
| HIGH - SOUTH             | PRINTER | STORAGE-GENERAL | STORAGE       | HP           | LaserJet 1200se | C7044A | CNBJC77629 | HP-ES     | N/A      |         | 01/01/1999     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH             | PRINTER | STORAGE-GENERAL | STORAGE       | HP           | LaserJet 1100se | C4228A | LSLUF07026 | HP-ES     | 03826    | 0000983 | 07/28/1999     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH             | SCANNER | STORAGE-GENERAL | STORAGE       | HP           | ScanJet 4370    | L1970A | CN63RA21CB | HP-ES     | N/A      | 0000209 | 06/12/2006     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH             | SCANNER | STORAGE-GENERAL | STORAGE       | HP           | ScanJet 5530    | C3971A | CX398371P2 | HP-ES     | 06412    | 0400877 | 10/31/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH             | SCANNER | STORAGE-GENERAL | STORAGE       | HP           | ScanJet 5500Cd  | C9628A | CX29UT80MK | HP-ES     | 03282    | 0400036 | 07/30/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH             | SCANNER | STORAGE-GENERAL | STORAGE       | HP           | ScanJet 5500Cd  | C9628A | CX29CT783S | HP-ES     | 06265    | 0400036 | 07/30/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| Report Total (6 records) |         |                 |               |              |                 |        |            |           |          |         |                |                                     |

2/12/15

*Gregory*

**Horseheads Central School District  
Disposal of District Property**

6900-E

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| Asset# | Description                     | Comments              | Current Location<br>Bldg & Room # |
|--------|---------------------------------|-----------------------|-----------------------------------|
|        | <i>See attached for details</i> | <i>Non-functional</i> |                                   |
|        |                                 | <i>Not 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

*Gregg Moyer*  
Name

*Gregg Moyer*  
Signature

*2/11/15*  
Date

Director/Principal Approval

Signature

Date

Director of Facilities

*Michael Coughlin*  
Signature

*2/12/15*  
Date

School Business Exec. or Supt.

*JLM*  
Signature

*2/19/15*  
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:  
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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

| Building           | Device    | Sub Department   | Previous Room | Manufacturer | Description                 | Model          | Serial/VIN   | Ownership | Bar Code | PO #     | Date Purchased | Building Leng Description           |
|--------------------|-----------|------------------|---------------|--------------|-----------------------------|----------------|--------------|-----------|----------|----------|----------------|-------------------------------------|
| CENTER STREET LAPT | LAPTOP    | RESOURCE         | 0113          | EARTHWALK    | COMPUTER NETBOOK            | N10L E10V      | SV0224000001 | HHDS      | 004431   | 1011974  | 08/13/2011     | CENTER STREET - MAIN BUILDING       |
| FACILITIES         | CPU       | FACILITIES       | DOWNSTAIRS    | DELL         | COMPUTER DESKTOP            | OP GX745DT     | 7YFR6D1      | HHDS      | 002125   | 0800036  | 07/20/2007     | FACILITIES - MAIN BUILDING          |
| FACILITIES         | CPU       | FACILITIES       | DOWNSTAIRS    | DELL         | COMPUTER DESKTOP            | OP GX745DT     | JPBR6D1      | HHDS      | 002134   | 0800038  | 07/20/2007     | FACILITIES - MAIN BUILDING          |
| FACILITIES         | CPU       | FACILITIES       | DOWNSTAIRS    | DELL         | COMPUTER DESKTOP            | OP GX745DT     | 10BR6D1      | HHDS      | 002139   | 0800038  | 07/20/2007     | FACILITIES - MAIN BUILDING          |
| HIGH - NORTH       | CAMERA    | HEALTH           | 0204          | Sony         | Mavica Digital Camera       | MVC-FD83       | 259862       | HHDS      | 04229    | 0002205  | 03/24/2000     | HIGH SCHOOL - NORTH - MAIN BUILDING |
| HIGH - SOUTH       | CPU       | STORAGE-GENERAL  | STORAGE       | DELL         | COMPUTER DESKTOP            | OP GX755DT     | 3P8L9G1      | HHDS      | 002385   | 0803265  | 05/08/2008     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | CPU       | STORAGE-GENERAL  | STORAGE       | DELL         | COMPUTER DESKTOP            | OP GX755DT     | 8P8L9G1      | HHDS      | 002386   | 0803265  | 05/11/2008     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | LAPTOP    | COMPUTER-GENERAL | CART07        | DELL         | COMPUTER LAPTOP 802.11      | LATITUDE D630  | 1CCSRG1      | HHDS      | 002405   | 0900046  | 07/10/2008     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | LAPTOP    | COMPUTER-GENERAL | CART07        | DELL         | COMPUTER LAPTOP 802.11      | LATITUDE D630  | 1CCSRG1      | 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  | G9PF6J1      | HHDS      | 002818   | 0901908  | 02/13/2009     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | LAPTOP    | ED SUPPORT       | NETWORK TECH  | Dell         | Inspiron Celeron            | 2500           | D9KMQ01      | HHDS      | 05140    | 0200202  | 07/18/2001     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | LAPTOP    | STORAGE-GENERAL  | STORAGE       | DELL         | COMPUTER LAPTOP 802.18      | LATITUDE D630  | C-STWGH1     | HHDS      | 002467   | 0900709  | 09/08/2008     | 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   | DONATION | 06/28/2008     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | LAPTOP    | STORAGE-GENERAL  | STORAGE       | Dell         | Latitude XT Core 2 Duo      | U7700          | 60J58K1      | HHDS      | 002727   | 0903195  | 08/24/2009     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | PRINTER   | STORAGE-GENERAL  | STORAGE       | HP           | Latitude Altum N270         | 2100           | 2PCNWK1      | HHDS      | 002844   | 1000800  | 10/14/2009     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | PRINTER   | STORAGE-GENERAL  | STORAGE       | HP           | LaserJet 1200se             | C7044A         | CNBJCT7629   | HHDS      | N/A      |          | 01/01/1998     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | PRINTER   | STORAGE-GENERAL  | STORAGE       | HP           | LaserJet 1100se             | C4228A         | USLF007025   | HHDS      | 03826    | 0000363  | 07/29/1999     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | RESPONDER | STORAGE-GENERAL  | STORAGE       | PROMETHEAN   | RESPONDER SET 32 W/ 1 RECVR | 1-PRM-AV2-KT10 | 5210088014   | HHDS      | 002038   | 0700898  | 09/22/2006     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | RESPONDER | STORAGE-GENERAL  | STORAGE       | PROMETHEAN   | RESPONDER SET PACKAGE       | AV3-KT92AMER   | Y8251100711  | HHDS      | 002451   | 0900048  | 08/21/2008     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | ART              | 0153          | HP           | ScanJet 5500Cxi             | C9928A         | CN2BLUT5128  | HHDS      | 06285    | 0400036  | 07/30/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | SPECIAL ED       | 0253          | HP           | ScanJet 5530                | Q3871A         | CN386S711T   | HHDS      | N/A      | 0401468  | 12/8/2003      | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | STORAGE-GENERAL  | STORAGE       | HP           | ScanJet 4370                | L1970A         | CN63RA21C6   | HHDS      | 08412    | 0603269  | 06/12/2006     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | STORAGE-GENERAL  | STORAGE       | HP           | ScanJet 5530                | Q3871A         | CN386S71F2   | HHDS      | 08412    | 0400877  | 10/31/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | STORAGE-GENERAL  | STORAGE       | HP           | ScanJet 5500Cxi             | C9928A         | CN2BLUT50MK  | HHDS      | 06282    | 0400036  | 07/30/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| HIGH - SOUTH       | SCANNER   | STORAGE-GENERAL  | STORAGE       | HP           | ScanJet 5500Cxi             | C9928A         | CN2AQT520S   | HHDS      | 08283    | 0400036  | 07/30/2003     | HIGH SCHOOL - SOUTH - MAIN BUILDING |
| TRN                | CPU       | MAIN             | SUPERVISOR    | DELL         | COMPUTER DESKTOP            | OP GX755DT     | FBTRQF1      | HHDS      | 002345   | 0802212  | 03/04/2008     | TRANSPORTATION - MAIN BUILDING      |
| TRN                | CPU       | MAIN             | MAIN OFFICE   | DELL         | COMPUTER DESKTOP            | OP GX755DT     | ZCTRQF1      | HHDS      | 002346   | 0802212  | 03/04/2008     | TRANSPORTATION - MAIN BUILDING      |
| TRN                | LAPTOP    | OFFICE-GENERAL   | SUPERVISOR    | Dell         | Latitude Platinum M 760     | D610           | GCTGM91      | HHDS      | 001944   | 0602240  | 03/13/2006     | TRANSPORTATION - MAIN BUILDING      |

*Copy Morgan 2/11/15*

Report Total (30 records)

Overhead Projectors

Horseheads Central School District

Disposal of District Property

6900-E

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| Asset# | Description         | Comments | Current Location Bldg & Room # |
|--------|---------------------|----------|--------------------------------|
| n/a    | Eiki Overhead 3870A |          | Library - HS                   |
| n/a    | Eiki Overhead 3870A |          |                                |
| n/a    | Eiki Overhead 3870A |          |                                |
| n/a    | Eiki Overhead 3870A |          |                                |
| n/a    | Eiki Overhead 3870A |          |                                |
| n/a    | 3M 9050 Overhead    |          |                                |

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

Mary Ann Sharts  
Name

Mary Ann Sharts  
Signature

2/12/15  
Date

Director/Principal Approval

John L. Drah  
Signature

2/23/15  
Date

Director of Facilities

Mark C. Light  
Signature

3/2/15  
Date

School Business Exec. or Supt.

[Signature]  
Signature

3/3/15  
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

Approved: Jan. 13, 2011; Revised and Approved: Oct. 11, 2012  
Administrative Council

X

Horseheads Central School District

Disposal of District Property

6900-E

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| Asset# | Description  | Comments | Current Location Bldg & Room # |
|--------|--|----------|--------------------------------|
| N/A    | Kodak slide carousel with<br>in black case old slide trays |          | library - HS                   |
| N/A    | Renaissance Classroom<br>Response system in case           | obsolete |                                |

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The property listed above is to be:

disposed of

sold at public bid

Mary Ann Sheets

[Signature]

2/18/15

Name

Signature

Date

Director/Principal Approval

[Signature]

2/23/15

Signature

Date

Director of Facilities

[Signature]

3/2/15

Signature

Date

School Business Exec. or Supt.

[Signature]

2/3/15

Signature

Date

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

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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: Oct. 11, 2012  
Administrative Council

miscellaneous

Horseheads Central School District

Disposal of District Property

6900-E

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| Asset# | Description   | Comments        | Current Location Bldg & Room # |
|--------|---|-----------------|--------------------------------|
| n/a    | Black plastic cart with large opening                 |                 | Library - High School          |
| n/a    | Old battery charger for obsolete library equipment    |                 |                                |
| n/a    | Kodak Ektagraphic output                              |                 |                                |
| n/a    | Panasonic video <sup>VHS</sup> Recorder w/ black case | broken/obsolete |                                |
| n/a    | Kodak slide projector with black case                 |                 |                                |

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

Name: Mary Ann Sheets Signature: [Signature] Date: 2/12/15

Director/Principal Approval: [Signature] Date: 2/23/15

Director of Facilities: [Signature] Date: 3/2/15

School Business Exec. or Supt.: [Signature] Date: 3/3/15

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

Horseheads Central School District

Disposal of District Property

Cassette Recorders  
and players

6900-E

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| Asset# | Description                        | Comments | Current Location<br>Bldg & Room # |
|--------|------------------------------------|----------|-----------------------------------|
| n/a    | Califone 5272 AV                   |          | Library - H.S.                    |
| n/a    | Eiki Auto stop Recorder model 31P2 |          | /                                 |
| n/a    | Eiki Auto stop Recorder model 31P2 |          |                                   |
| n/a    | Eiki 5090 Recorder                 |          |                                   |
| n/a    | Califone Spirit Player/Recorder    |          |                                   |
|        |                                    |          |                                   |

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

Date

2/13/15

Director/Principal Approval

Signature

Date

2/23/15

Director of Facilities

Signature

Date

3/2/15

School Business Exec. or Supt.

Signature

Date

3/3/15

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



DVD / VHS  
players

Horseheads Central School District

Disposal of District Property

6900-E

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| Asset# | Description                    | Comments | Current Location Bldg & Room # |
|--------|--------------------------------|----------|--------------------------------|
| 03883  | JVC VHS Player                 | broken   | library - HS                   |
| n/a    | JVC SQPB VHS Player            | Obsolete |                                |
|        | Sharp DV-710 DVD/VHS           |          |                                |
|        | Panasonic OmniVision VHS       |          |                                |
|        | Panasonic DVD/CD player        |          |                                |
|        | Panasonic Progressive Scan DVD |          |                                |
|        | Panasonic DVD-S25              |          |                                |

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

Name: Mary Ann Sheets Signature: [Signature] Date: 2/12/15  
 Director/Principal Approval: [Signature] Signature: [Signature] Date: 2/23/15  
 Director of Facilities: [Signature] Signature: [Signature] Date: 3/3/15  
 School Business Exec. or Supt.: [Signature] Signature: [Signature] Date: 3/3/15

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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: Oct. 11, 2012  
Administrative Council

X

**Horseheads Central School District  
Disposal of District Property**

6900-E

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| Asset#          | Description   | Comments  | Current Location<br>Bldg & Room # |
|-----------------|---------------|---|-----------------------------------|
| Model NA<br>new | TV Monitoring | held up<br>Small TV<br>in office<br>great shape | Office 15                         |
|                 |               |   |                                   |
|                 |               |   |                                   |
|                 |               |   |                                   |

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

Name: Patricia Sweeney Signature: [Signature] Date: 2/12/15  
 Director/Principal Approval

Signature: [Signature] Date: 2/12/15  
 Director of Facilities

Signature: [Signature] Date: 2/19/15  
 School Business Exec. or Supt.

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

## Horseheads Central School District

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| Asset# | Description             | Comments        | Current Location<br>Bldg & Room # |
|--------|-------------------------|-----------------|-----------------------------------|
| NA     | 50 PAIR X COUNTRY SKIS  | 30YRS OLD       | PE CLOSET HS.                     |
| NA     | 50 PAIR X COUNTRY BOOTS | Bedden - ROTTEN |                                   |
|        |                         | Few SKIS MAYBE  |                                   |
|        |                         | downstairs      |                                   |
|        |                         |                 |                                   |
|        |                         |                 |                                   |

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The property listed above is to be:

disposed of       sold at public bid

BERT COLLIN

Name

Bert Collin  
Signature

2/6/2015  
Date

Director/Principal Approval

Bert Collin  
Signature

2/6/2015  
Date

Director of Facilities

Michael Coughlin  
Signature

2/13/15  
Date

School Business Exec. or Supt.

[Signature]  
Signature

2/19/15  
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

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.

3  
Codes  
=


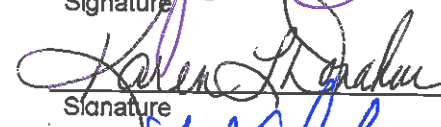
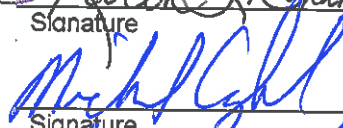
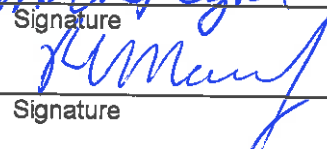
| Asset# | Description            | Comments          | Current Location Bldg & Room # |
|--------|------------------------|-------------------|--------------------------------|
| 00376  | USE Laminating machine | machine is broken | HS Library                     |
| 00751  |                        | and has not       |                                |
| 021588 |                        | been used in      |                                |
|        | caet that machine is   | more than 4       |                                |
|        | on                     | years             |                                |
|        |                        |                   |                                |
|        |                        |                   |                                |
|        |                        |                   |                                |

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

|                                |  |         |
|--------------------------------|--|---------|
| Mary Ann Sheets                |   | 3/6/15  |
| Name                           | Signature  | Date    |
| Director/Principal Approval    |  | 3/9/15  |
|                                | Signature  | Date    |
| Director of Facilities         |  | 3/9/15  |
|                                | Signature  | Date    |
| School Business Exec. or Supt. |  | 3/11/15 |
|                                | 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

Approved: Jan. 13, 2011; Revised and Approved: Oct. 11, 2012  
Administrative Council