

Horseheads Central School Distri

Encl. # 11.1
April 22, 2015

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 #
19476	Eiki cassette player	Does not work	ms
NO asset #	Bell & Howell cassette player	Does not work	ms

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: _____ Date: 3/11/15
 Director/Principal Approval

Director of Facilities: _____ Signature: _____ Date: 3/16/15
 School Business Exec. or Supt.: _____ Signature: _____ Date: 3/16/15

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

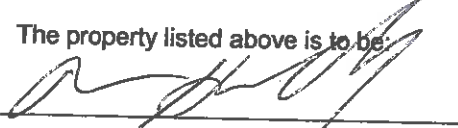
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Asset#	Description	Comments	Current Location Bldg & Room #
01687	GBC Shredmaster 10265	Broken/Does not work	MS
19811	ELMO projector	Does not work	MS
20905	3M 9100 projector	Does not work	MS 202
01604	Dukane Micromatic II	Does not work	MS
19802	ELMO HP-L3550DX Projector	Does not work	MS
19743	buhl 2900 projector	Does not work	MS
20498	3M 9100 projector	Does not work	MS

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 Name _____ Signature _____ Date 3/16/15
 Director/Principal Approval

Director of Facilities
 Signature  Date 3/16/15
 Signature _____ Date _____

School Business Exec. or Supt.
 Signature  Date 3/16/15
 Signature _____ Date _____

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Asset#	Description	Comments	Current Location Bldg & Room #
20499	3m 9100 projector	Broken	MS
19058	3m 9100 projector	Broken	MS
20533	3m 9100 projector	Broken	MS
20535	3m 9100 projector	Broken	MS
No asset#	3m 9100 projector	Broken	MS
No asset#	3m 9100 projector	Broken	MS
No asset#	3m 1880 projector	Broken	MS 212

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

Name _____ Signature _____ Date 3/11/15

Director/Principal Approval _____

Director of Facilities _____ Signature [Signature] Date 3/16/15

School Business Exec. or Supt. _____ Signature [Signature] Date 3/16/15

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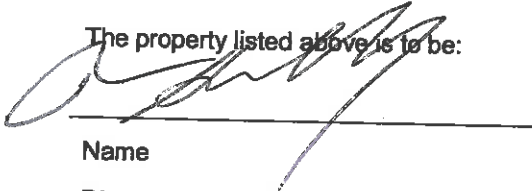
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Asset#	Description	Comments	Current Location Bldg & Room #
NO asset#	3m 1880 projector	Broken	MS
NO asset#	3m 1880 projector	Broken	MS
NO asset#	3m 1880 projector	Broken	MS
NO asset#	JVC tape player	Does not work	MS
NO asset#	3m 1900 projector	Broken	MS
NO asset#	3m 1900 projector	Broken	MS
NO asset#	3m 1900 projector	Broken glass	MS

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 Name _____ Signature _____ Date 3/11/15
 Director/Principal Approval

Signature _____ Date _____
 Director of Facilities Mild Cohl 3/16/15
 Signature _____ Date _____
 School Business Exec. or Supt. Sumner 3/16/15
 Signature _____ Date _____

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Disposal of District Property**

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Asset#	Description	Comments	Current Location Bldg & Room #
	<i>See attached for details</i>	<i>Non-functional 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

Gregg Moyer
Name

Greg Moyer
Signature

3/11/15
Date

Director/Principal Approval

Signature

Date

Director of Facilities

Michael Gilt
Signature

3/16/15
Date

School Business Exec. or Supt.

Sum Mary
Signature

3/16/15
Date

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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
BIG FLATS	PROJECTOR	INSTRUCTIONAL-GENERAL	PRINC	DeL	Digital Projector	2400MP	JPNH791	HFDS	003118	0700164	07/17/2008	BIG FLATS - MAIN BUILDING
MIDDLE SCHOOL	SWITCH	NETWORK-GENERAL	CER CC127	Cisco	Switch	C2924C-XL-EN	FAB0430S0KT	HFDS	04333	0100008	07/27/2008	MIDDLE SCHOOL - MAIN BUILDING

Report Total (2 records)

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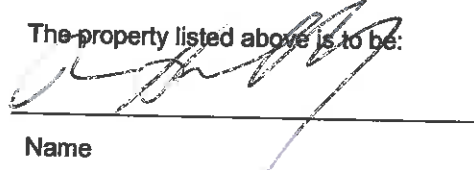
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Asset#	Description	Comments	Current Location Bldg & Room #
No asset #	4 Desk/chair combos	Cracked tops/ broken legs	MS
20706	RCA TV	Does not work	MS
19890	RCA TV	Does not work	MS
19516	Momorex TV	Does not work	MS
19488	Panasonic multi laser disc player	Does not work	MS
02234	Realistic multi disc player	Does not work	MS

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The property listed above is to be:

disposed of sold at public bid


 Name: _____ Signature: Ron Holloway Date: 3/11/15
 Director/Principal Approval

Signature: _____ Date: _____
 Director of Facilities

Signature: _____ Date: 3/16/15
 School Business Exec. or Supt.

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