

Horseheads Central School District

Encl. # 11.01
June 25, 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 #
003100	Bus 354 65 capacity	10 year rotation	Bus garage
003101	Bus 355 " "	" "	" "
003102	Bus 356 " "	" "	" "
003103	Bus 357 " "	" "	" "
003104	Bus 358 " "	" "	" "
003107	Bus 361 42 capacity	" "	" "
003179	Bus 369 65 capacity	Blown engine	" "

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

Auction 3 International

Jason Johnson

Jason Johnson

Name

Signature

Date

Director/Principal Approval

Chloe Preston

6/10/15

Director of Facilities

Signature

Date

School Business Administrator

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.

<input type="checkbox"/>	The above property has been disposed of in the following manner:

<input type="checkbox"/>	The above property is being stored for surplus bid at the following location:

_____	_____
Signature	Date