

PROPERTY TRANSFER REQUEST FORM

REQUEST INFORMATION:

REQUESTOR: PATTY SWEENEY LOCATION: VHS LIBRARY
(Name of Requestor) (Requestors Location)

SHIP FROM: 154 LIBRARY LAB SHIP TO: _____
(Building Item(s) Location) (Buildings Items to be Sent to)

ROUTING: AUCTION TRASH/RECYCLE STORAGE BOCES REQUEST DATE: _____
(Circle One) (Multiple items use A, T, S, B in list below) (Date of Request)

*** THIS FORM MUST BE APPROVED BY BLDG PRINCIPAL & CENTRAL ADMINISTRATION BEFORE TRANSFER ***

QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	CANON POWER SHOT	A470	6925341104	005258	T/R
1		A470	6925348294	005254	
1		A470	6925346734	005192	
1		A470	6925341107	005268	
1		A470	6925341097	005265	
1		A470	6925348291	005252	
1		A470	6925346733	005191	
1		A470	6925341103	005269	
1		A470	6925341102	009298	✓
1	CANON POWER SHOT	A470	6925341105	005260	

REASON: OUT DATED CAMERAS NO LONGER USE

APPROVAL ROUTING:

1 - BUILDING PRINCIPAL / ADMINISTRATOR:

Dawn Young Dawn Young 3/28/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

James Gara JAMES GARA 3/28/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE :

Clifford Kossin Clifford Kossin 3/31/2022
(Signature) (Print) (Date)

4 - BOARD OF EDUCATION:

(Signature Re: BOE Approval) (Print) (Date)

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SHIP FROM: 154 LIBRARY LAB **SHIP TO:** _____
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ROUTING: AUCTION TRASH/RECYCLE STORAGE BOCES **REQUEST DATE:** 3-24-22
(Circle One) (Multiple items use A, T, S, B in list below) (Date of Request)

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QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	SONY STEADY SHOT	DSC-W170	6522925	004865	TR
1	SONY STEADY SHOT	DSC-W170	6621218	004938	TR
1	CANON POWER SHOT	A550	472119219	004574	TR
1	CANON POWER SHOT	A550	472119218	004575	TR
1	KODAK EASY SHARE	C643	KCGFN620 10524	012045	TR
1	KODAK EASY SHARE	C643	KCGFN620 10508	012047	TR
1	KODAK EASY SHARE	C643	KCGFN620 10507	012046	TR

REASON: OUTDATED NO LONGER USE

APPROVAL ROUTING:

1 - BUILDING PRINCIPAL / ADMINISTRATOR:

Dawn Young Dawn Young 3/28/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

[Signature] James G... 3/28/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE:

[Signature] Clifford Kesson 3/31/2022
(Signature) (Print) (Date)

4 - BOARD OF EDUCATION:

(Signature Re: BOE Approval) (Print) (Date)

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1	CANON POWER SHOT	A470	6925341095	005261	T/R
1	↓	A470	6925348293	005253	
1	↓	A470	6925341099	005257	
1	↓	A470	6925341100	005259	
1	↓	A470	6925341106	005264	
1	↓	A470	6925346735	005195	
1	CANON POWER SHOT	A470	6925348295	009297	
1	SONY CYBER SHOT	DSC-W80	6890788	004631	
1	SONY CYBER SHOT	DSC-W80	6995497	004633	↓

REASON: OUTDATED NO LONGER USE

APPROVAL ROUTING:

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Dawn Young Dawn Young 3/28/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

JG JAMES GINA 3/28/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE :

CK Clifford Kassar 3/30/2022
(Signature) (Print) (Date)

4 - BOARD OF EDUCATION:

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QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	CASSETTE BOOK MACHINE BRAILLE	CI	1112057		T/R
1	NYSTATE TALKING BOOK BRAILLE	DSI	0202022		T/R
1	KODAK CAROUSEL PROJECTOR	5200	2278	009172	T/R
1	KODAK CAROUSEL PROJECTOR	750H	2209051	013658	T/R
1	SHARP CASSETTE PROFESSIONAL SERIES	RD-60AV	850404101	012222	T/R
1	SMART AIRLINER	WS100	CTE-630BT 1011802001179	013784	V

REASON: OUT DATED EQUIPMENT NO LONGER USE

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1 - BUILDING PRINCIPAL / ADMINISTRATOR:
Dawn Young Dawn Young 3/28/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):
[Signature] James GANA 3/31/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE:
[Signature] Cliff Kissel 3/31/2022
(Signature) (Print) (Date)

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QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	EIKI CD/CASSETTE RECORDER/PLAYER	7070A	229298	03468	T/R
1	EIKI CD/CASSETTE RECORDER/PLAYER	7070A	48962	012220	↓
1	EIKI CD/CASSETTE RECORDER/PLAYER	7070A	249762	009160	
1	EIKI CD/CASSETTE RECORDER/PLAYER	7070A	32799	009159	
1	EIKI CD/CASSETTE RECORDER/PLAYER	7070A	32803	012218	
1	EPSON PERFECTION 3170 PHOTO	T161A	E95W151795	903562	

REASON: OUT DATED EQUIPMENT NO LONGER USE

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1 - BUILDING PRINCIPAL / ADMINISTRATOR:

Dawn Yang Dawn Yang 3/28/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

[Signature] James Garcia 3/28/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE :

[Signature] Cristal Kesson 3/31/2022
(Signature) (Print) (Date)

4 - BOARD OF EDUCATION:

(Signature Re: BOE Approval) (Print) (Date)

VESTAL CENTRAL SCHOOL DISTRICT

PROPERTY TRANSFER REQUEST FORM

REQUEST INFORMATION:

REQUESTOR: Chris Lewis-King + Denise Lacey-Corcoran LOCATION: Vestal Middle School
(Name of Requestor) (Requestors Location)

SHIP FROM: Vestal Middle School SHIP TO: _____
(Building Item(s) Location) (Buildings Items to be Sent to)

ROUTING: AUCTION TRASH/RECYCLE STORAGE BOCES REQUEST DATE: 3/18/22
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QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	French horn - Holton		335378		A
1	French horn - OLDS		683686		A
1	French horn - OLDS		683688		A
1	French horn - OLDS		720769		A
1	French horn - OLDS		720860		A
1	Tuba - Besson		474901		A
1	Tuba - Reynolds		905005		A
1	Tuba - OLDS		706158		A
1	Bassoon - Leshner		2333		A
1	Alto Clarinet - Vito		V18186		A

REASON: Instruments no longer in playable condition.

APPROVAL ROUTING:

1 - BUILDING PRINCIPAL / ADMINISTRATOR:

Douglas Wiggins Sarah Wiggins 3/21/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

James Gana James GANA 3/28/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE:

Clifford Kossan Clifford Kossan 3/30/2022
(Signature) (Print) (Date)

4 - BOARD OF EDUCATION:

(Signature Re: BOE Approval) (Print) (Date)

VESTAL CENTRAL SCHOOL DISTRICT

PROPERTY TRANSFER REQUEST FORM

REQUEST INFORMATION:

REQUESTOR: Chris Lewis-King + Denise Lacey-Corcoran LOCATION: Vestal Middle School
(Name of Requestor) (Requestors Location)

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QUANTITY	ITEM(S) DESCRIPTION	MODEL #	SERIAL #	VESTAL INVENTORY #	ROUTING (A,T,S,B)
1	Tenor Saxophone - Martin		301973		A
1	Bass Clarinet - Yamaha		V-2177		T
1	Bass Clarinet - Yamaha		6100		A
1	Bass Clarinet - Vito		1934D		A
1	Bass Clarinet - Selmer		85472		A
1	Bass Clarinet - Vito		2628B		A

REASON: Instruments no longer in playable condition

APPROVAL ROUTING:

1 - BUILDING PRINCIPAL / ADMINISTRATOR:

Michael R. Wiegman Sarah Wiegman 3/21/22
(Signature) (Print) (Date)

2 - DIRECTOR OF FACILITIES & OPERATIONS (BOCES if Required):

[Signature] James GAA 3/22/22
(Signature) (Print) (Date)

3 - ADMINISTRATIVE:

[Signature] Clifford R. Kassar 3/30/2022
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