TO: Board of Trustees
FROM: Douglas Treadway
DATE: October 13, 2004
SUBJECT: Authorization for the Surplus of Personal Property

Per Resolution No. 1/97-98 the District’s Director of Purchasing/Contract Administration is designated the person responsible for identifying District property as surplus personal property and is responsible for disposing of such property as prescribed under Education Code 81450/81452.

1) The Exercise Science, Wellness and Athletics Department has identified Weight Equipment that is obsolete and no longer required. The inventory sheet identifying these items is attached. Staff requests that the equipment be disposed of.

2) The Exercise Science, Wellness and Athletics Department has identified Locker equipment that is obsolete and no longer needed. The inventory sheet identifying these items is attached. In addition, staff requests permission to donate the equipment to a public entity.

3) The Chemistry Department has identified lab equipment that is obsolete and no longer needed. The inventory sheet identifying these items is attached. Staff requests that the equipment be disposed of.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the surplus, and donations as requested.

Attachments:
Exercise Science, Wellness and Athletics Department Surplus Lists 2 pages
Chemistry List
Ohlone Community College  
Request to Surplus District Owned Equipment

From: 
Dept: Exercise Science, Wellness & Athletics 
Contact Person: Leta Stagnero 
Extension: (510) 659-7358 
Date of Request: 7/28/04 

Send Request To: 
Original to: Marian Castaneda 
Purchasing Office 
Copy to: Zane Gray, Warehouse 
Location of equipment: Building 10 Maintenance Yard 

Please add the following items to surplus inventory:

<table>
<thead>
<tr>
<th>OCCD Asset Number</th>
<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model number</th>
<th>Serial Number</th>
<th>Surplus Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td>4594</td>
<td>1</td>
<td>Weight Machine</td>
<td>Nautilus</td>
<td>N/A</td>
<td>110341</td>
<td>2</td>
</tr>
<tr>
<td>3551</td>
<td>1</td>
<td>Weight Machine</td>
<td>Paramount</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>3594</td>
<td>1</td>
<td>Weight Machine</td>
<td>Powerline</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>3595</td>
<td>1</td>
<td>Weight Machine</td>
<td>Powerline</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
</tr>
</tbody>
</table>

Surplus Codes:
1. Damaged
2. Obsolete
3. Manufacture Warranty
4. Equipment Replaced
5. Equipment Donated
6. Equipment Stolen
7. No Longer Needed/Working Condition
8. Other Please specify:

Comments: Athletic Weight Equipment no longer used and antiquated

Instructions: Itemize each item to be surplused. Please provide as much information as possible. Use the Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the budget manager is required. Submit the original form to Marian Castaneda, Purchasing/Contracts office and a photocopy to Zane Gray, Warehouse. Zane will arrange pickup of the equipment. Any questions about the surplusing of equipment should be directed to Marian Castaneda at extension 6263 or email mcastaneda@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 6014 or email zgray@ohlone.edu.

This form is available as an Excel Spreadsheet. Email mcastaneda@ohlone.edu to request a copy to be emailed.

Signature of Budget Manager
Ohlone Community College  
Request to Surplus District Owned Equipment

From:  
Dept:  Exercise Science, Wellness & Athletics  
Contact Person:  Leta Stagnero  
Extension:  (510) 659-7358  
Date of Request:  8/16/2004

Send Request To:  
Original to:  Marian Castaneda  
Purchasing Office
Copy to:  Zane Gray, Warehouse  
Location of equipment:  Soccer Fieldhouse

Please add the following items to surplus inventory:

<table>
<thead>
<tr>
<th>OCCD Asset Number</th>
<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model number</th>
<th>Serial Number</th>
<th>Surplus Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>43</td>
<td>Lockers</td>
<td>Penco Products</td>
<td>N/A</td>
<td>N/A</td>
<td>1,4,5</td>
</tr>
</tbody>
</table>

*Surplus Codes:  
1 Damaged  
2 Obsolete  
3 Manufacture Warranty  
4 Equipment Replaced  
5 Equipment Donated  
6 Equipment Stolen  
7 No Longer Needed-working Condition  
8 Other Please specify:

Lockers to be donated to an athletic group in Fremont. They have agreed to pick up lockers upon approval of donation.

Instructions: Itemize each item to be surplused. Please provide as much information as possible. Use the Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the budget manager is required. Submit the original form to Marian Castaneda, Purchasing/Contract's office and a photocopy to Zane Gray, Warehouse. Zane will arrange pickup of the equipment. Any questions about the surplusing of equipment should be directed to Marian Castaneda at extension 6263 or email mcastaneda@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 6014 or email zgray@ohlone.edu.

This form is available as an Excel Spreadsheet. Email mcastaneda@ohlone.edu to request a copy to be emailed.

Signature of Budget Manager
**DISTRICT OWNED EQUIPMENT ADJUSTMENT**
**TO INVENTORY REQUEST**

FROM: CHEMISTRY
Department

TO: Zane Gray - Ext. 6014
Warehouse, Bldg. 10

6028
Extension

DATE: 9/23/2004

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**SURPLUS:**
ADD THE FOLLOWING ITEMS TO SURPLUS INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>FNCCD Asset Number</th>
<th>*Enter code below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heating device</td>
<td>Westinghouse</td>
<td>HR-2013</td>
<td>1063</td>
<td>1543</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>Heating device</td>
<td>Regal</td>
<td>G-109A</td>
<td>1568-115VA/42</td>
<td>1630</td>
<td>2</td>
</tr>
</tbody>
</table>

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**STORAGE:**
ADD THE FOLLOWING ITEMS TO STORAGE INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>FNCCD Asset Number</th>
<th>*Enter code below</th>
</tr>
</thead>
</table>

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**RETURN/EXCHANGE:**
DELETE THE FOLLOWING ITEMS FROM DISTRICT INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>LVUSD Number</th>
<th>*Enter code below</th>
</tr>
</thead>
</table>

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*CODES FOR REASON FOR CHANGE

1 Damaged 2 Obsolete Equipment 3 Manufacture Warranty
4 Replace with New 5 Donated Equipment 6 Stolen Equipment
7 Reason other than above

Signature of Dean or Assistant Dean

9-23-04