

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

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

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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- 1) The Exercise Science, Wellness and Athletics Department has identified Weight Equipment that is obsolete and no longer required.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- 2) The Exercise Science, Wellness and Athletics Department has identified Locker equipment that is obsolete and no longer needed.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- 3) The Chemistry Department has identified lab equipment that is obsolete and no longer needed.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





