TO: Board of Trustees
FROM: Douglas Treadway
DATE: November 10, 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.

Per Education Code No. 81452, the governing board, by unanimous vote of those members present, may authorize the private sale of surplus Personal Property that does not exceed, in value, the sum of $5,000.00.

The Business Services department has identified a Line Printer that is no longer required. Staff estimates that the value of the Line printer listed on the attached sheet will not exceed $1,000.00 and is requesting the Board to approve the private sale of this equipment. In the event that the printer is not sold, it will be donated to a charitable organization or disposed of.

The Business Services department has identified a Signature Machine that is obsolete and no longer required. This equipment will be disposed.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the surplus of the foregoing items and approve the private sale and/or donation of the line printer.

Attachments:
Business Services Surplus List
Ohlone Community College
Request to Surplus District Owned Equipment

From:
Dept: Business Services
Contact Person: Bobbie Jo Curtis
Extension: 6060
Date of Request: 10/11/04

Send Request To:
Original to: Marian Castaneda
Purchasing Office
Copy to: Zane Gray, Warehouse

Location of equipment:
Item 1 - RM 1212
Item 2 - Rec. across the hall from the
Presidents Office (1217A?)

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>601725</td>
<td>1</td>
<td>Line Printer</td>
<td>Epson</td>
<td>DFK-8500</td>
<td>ADTC654312</td>
<td>7</td>
</tr>
<tr>
<td>001723</td>
<td>1</td>
<td>Signature Machine</td>
<td>Hedman</td>
<td>GBP-3500</td>
<td>5664479</td>
<td>2</td>
</tr>
</tbody>
</table>

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

Comments:

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 mcstaneda@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 mcstaneda@ohlone.edu to request a copy to be emailed.

Signature of Budget Manager