

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: November 10, 2004

Consent

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The Business Services department has identified a Signature Machine that is obsolete and no longer required.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

