

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: February 9, 2005
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) Campus Activities has identified obsolete/damaged furniture that is no longer needed. Attached is the inventory sheet identifying these items. Staff request that this furniture be disposed of.
- 2) The Mailroom has identified an obsolete mailing machine and various components that will be replaced with new equipment. Attached is the inventory sheet identifying these items. Staff request that this equipment be disposed of.
- 3) Media Center has identified obsolete furniture and equipment that are no longer needed. Attached is the inventory sheet identifying these items. Staff request that this furniture and equipment be disposed of.

RECOMMENDATION:

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

Attachments:

Campus Activities Surplus List *1 pages*

Mailroom Surplus List *1 page*

Media Center Surplus List *1 page*

**Ohlone Community College
Request to Surplus District Owned Equipment**

From:

Dept: Mailroom
 Contact Person: Marlene Rose
 Extension: 6211 or 6012
 Date of Request: 1/21/2005

Send Request To:

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

Location of equipment:

Mailroom, Bldg. 1
Room 1213

Please add the following Items to surplus inventory:

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
	1	Printer	Epson	LX-300	1YLY400562	2, 4
	1	Power Stacker	Neopost	9419	1691	2, 4
	1	Mail Machine	Neopost	SM - 85	20427	2, 4
	1	External Scale	Neopost	WP-Series	WP301614	2, 4
	1	Internal Scale	Neopost	DS 049N	DS0354/AB	2, 4
	1	Feeder	Neopost	AFSHN	049NAN1025	2, 4
	1	Sealer	Neopost	049NEX	0317/AA	2, 4
	1	Tape Feeder	Neopost	RTD	049NR00921	2, 4

- *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: This machine replaced another previous model, therefore, there is no asset number available.
 Previous model serial #0708.

Instructions: Itemize each item to be surplus. 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 surplus 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.

Marian Castaneda

 Signature of Budget Manager

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

**Ohlone Community College
Request to Surplus District Owned Equipment**

From: Media Center
Dept: Media Center
Contact Person: Yu-Pui Kong
Extension: 6280
Date of Request: 1/24/05

Send Request To:
 Original to: Marian Castaneda
 Purchasing Office
 Copy to: Zane Gray, Warehouse
Location of equipment:
Rm 1300

Please add the following items to surplus inventory:

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
	1	overhead projector	3M	1700AJF	707382	(2)
	1		3M	1700AJF	707735	(2)
	1		3M	1700HJF	1157233	(2)
	1	TV	RCA	F27442	C242B10H0	(2)
11180	1	VCR	RCA	VR535	14447089	(2)
11179	1	VCR	RCA	VR535	137246962	(2)
11172	1	Television Cart	Bretford	-	-	(2)
10478	1	Television Cart	Bretford	-	-	(2)
-	1	Television Cart	Bretford	-	-	(2)
-	3	Fan	lakewood	-	-	(2)

- *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: _____

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Kathleen Greenstein
 Signature of Budget Manager