OHLINE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: April 13, 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1) The Art Department has identified equipment that is obsolete and no longer required. Attached are the inventory sheets identifying these items. Staff is requesting permission to donate the equipment to another community college district.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve 1) the surplus and 2) donation of the foregoing items.

Attachments:
Art Department Surplus List
Ohlone Community College  
Request to Surplus District Owned Equipment

From: Fine Arts  
Dept:  
Contact Person: Paul Mueller  
Extension: Office 5547 Lab 7331  
Date of Request: 3/30/2005  

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

Location of equipment: Room 2325  

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>3628</td>
<td>1</td>
<td>Roto-Master Print Dryer</td>
<td>Arkay</td>
<td>260</td>
<td>1262</td>
<td>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:

This item is no longer needed and obsolete for our use. It does not have resale value and can be donated to Modesto Junior College where it may be used for parts.

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.

Approved by Walter Birkedahl  
Signature of Budget Manager

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