

OHLONE 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- 1) The Art Department has identified equipment that is obsolete and no longer required.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

