

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: July 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 Information Technology Department has identified equipment that is no longer needed. Attached is the inventory sheet identifying the items. Staff request that this equipment be donated to another public entity or non-profit organization. In the event that there are no interested recipients, staff request that the equipment be disposed of.

RECOMMENDATION:

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

Attachments:
Information Technology Dept Surplus List 1 *page*

