MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: September 14, 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 Human Resources Department has identified equipment that is no longer needed. Attached is the inventory sheet identifying the item. Staff request that this equipment be disposed of.

2. The Chemistry Department has identified equipment that is no longer needed. Attached is the inventory sheet identifying the items. Staff request that this equipment be disposed of.

RECOMMENDATION:

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

Attachments:
Human Resources Surplus List 1 page
Chemistry Surplus List 1 page
DISTRICT OWNED EQUIPMENT ADJUSTMENT
TO INVENTORY REQUEST

FROM: HR
Department
C109
Extension

TO: Zane Gray - Ext. 6014
Warehouse, Bldg. 10

DATE: 3/18/05

SURPLUS:
ADD THE FOLLOWING ITEMS TO SURPLUS INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>FNCCD Asset Number</th>
<th>*Enter code below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fax Machine</td>
<td>Brother</td>
<td>1950MC</td>
<td>K75280005</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

STORAGE:
ADD THE FOLLOWING ITEMS TO STORAGE INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>FNCCD Asset Number</th>
<th>*Enter code below</th>
</tr>
</thead>
</table>

RETURN/EXCHANGE:
DELETE THE FOLLOWING ITEMS FROM DISTRICT INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>LVUSD Number</th>
<th>*Enter code below</th>
</tr>
</thead>
</table>

*CODES FOR REASON FOR CHANGE

① Damaged  ② Obsolete Equipment  ③ Manufacture Warranty
④ Replace with New  ⑤ Donated Equipment  ⑥ Stolen Equipment
⑦ Reason other than above

Signature of Dean or Assistant Dean 3/18/05
**DISTRICT OWNED EQUIPMENT ADJUSTMENT**
**TO INVENTORY REQUEST**

**FROM:** CHEMISTRY
Department

**TO:** Zane Gray - Ext. 6014
Warehouse, Bldg. 10

**DATE:** 8/17/05

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**SURPLUS:**
ADD THE FOLLOWING ITEMS TO SURPLUS INVENTORY

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>FNCCD Asset Number</th>
<th>*Enter code below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POWER STIR</td>
<td>EBERBACH</td>
<td></td>
<td></td>
<td>1589</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>FLASH EVAPORATOR</td>
<td>BUCHER</td>
<td></td>
<td></td>
<td>7628</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>FLOWER HEATING</td>
<td>REGAL</td>
<td></td>
<td></td>
<td>1630</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>STIRER</td>
<td>PRECISION</td>
<td></td>
<td></td>
<td>14 - X - 6</td>
<td>1591</td>
</tr>
<tr>
<td>5</td>
<td>AMPERMETER</td>
<td>EMCO</td>
<td></td>
<td></td>
<td>1611</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>THERMOMIX (each)</td>
<td>B. R. DAVY</td>
<td></td>
<td></td>
<td></td>
<td>1590</td>
</tr>
</tbody>
</table>

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**STORAGE:**
ADD THE FOLLOWING ITEMS TO STORAGE INVENTORY

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**RETURN/EXCHANGE:**
DELETE THE FOLLOWING ITEMS FROM DISTRICT INVENTORY

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**CODES FOR REASON FOR CHANGE**

1. Damaged
2. Obsolete Equipment
3. Manufacture Warranty
4. Replace with New Equipment
5. Donated Equipment
6. Stolen Equipment
7. Reason other than above

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Signature of Dean or Assistant Dean

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