

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: February 8, 2006
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 Student Technology Center has identified equipment that is damaged. Attached is the inventory sheet identifying the items. Staff requests that this equipment be disposed of.
2. The Bookstore has identified Calculators that are obsolete and no longer used. Attached is the inventory sheet identifying the items. These were District owned calculators that were at one time used as rentals for math students. The equipment is in working order and the staff requests that it be donated to Newark Memorial High. Should the donation not be accepted, it will be disposed of.
3. The Photography Department has identified Photography equipment that is no longer needed. Attached is the inventory sheet identifying the items. The equipment is in working order. The value of the equipment is under \$5,000. Staff requests authorization to sell this equipment to Ohlone College Students. If there are no interested parties, it will be disposed of.

RECOMMENDATION:

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

Attachments:

Student Technology Center Surplus List *1 page*

Bookstore Surplus List *2 pages*

Photography Department Surplus List *1 page*

Request to Surplus District Owned Equipment

From:
 Dept: Bookstore
 Contact Person: Mona Farley
 Extension: x6062 or x7462
 Date of Request: 1/12/2006

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

Please add the following Items to surplus inventory

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
	1	Texas Instrument Calculator	Texas Instrument	TI 81	128281	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	128282	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	128284	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	139003	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	138981	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	138982	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153147	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153382	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153387	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153389	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153390	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153394	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153395	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	153396	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158846	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158848	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158849	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158850	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158852	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158873	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158875	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158876	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158877	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158878	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	158880	2&5
	1	Texas Instrument Calculator	Texas Instrument	TI 81	1227174	2&5

*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: **Formerly rented calculators now outdated.Math Dept no longer requires. Bookstore requests calculators to be donated to Newark Memorial High.**

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.

Approved by Mona Farley (signature on file)
 Signature of Budget Manager

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

From:
 Dept: Fine Arts
 Contact Person: Paul Mueller
 Extension: 7922
 Date of Request: 11/7/2005

Send Request To:
 Original to: Marian Castaneda
 Purchasing Office
 Copy to: Zane Gray, Warehouse
Location of equipment:
2325

Please add the following items to surplus inventory:

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
2829	1	Enlarger & Lamphouse - black (14)	Beseler	67SC	108886	8
2827	1	Enlarger & Lamphouse - black (15)	Beseler	67SC	93204	8
2824	1	Enlarger & Lamphouse - black (16)	Beseler	67SC	108897	8
2823	1	Enlarger & Lamphouse - black (17)	Beseler	67SC	108898	8
2825	1	Enlarger & Lamphouse - black (18)	Beseler	67SC	88933	8
2845	1	Enlarger & Lamphouse - blue (19)	Beseler	23C	107004	8
3010	1	Enlarger & Lamphouse - gray (8)	Beseler	23C	21456	8
2854	1	Enlarger - blue (12)	Beseler	23C	96549	8
2853	1	Enlarger - blue (11)	Beseler	23C	108737	8
2846	1	Enlarger - blue (10)	Beseler	23C	94615	8
2843	1	Enlarger - blue (9)	Beseler	23C	107883	8
2847	1	Enlarger - blue (20)	Beseler	23C	94617	8
2852	1	Enlarger - blue	Beseler	23C	107055	8
4966	1	Enlarger - blue	Beseler	23C	96049	8
2828	1	Enlarger & Lamphouse - black	Beseler	67SC	88929	8
2826	1	Enlarger & Lamphouse - black	Beseler	67SC	108892	8
2822	1	Enlarger & Lamphouse - black	Beseler	67SC	88940	8

***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:	see comments	

Comments: Equipment may be offered for sale to students provided all funds raised can be used to purchase additional photography equipment for the Ohlone College photography program. Otherwise, equipment has no value and should be discarded.

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.

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

Approved by Walt Birkedahl (email dated 01/30/06)

Signature of Budget Manager