

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Douglas Treadway  
DATE: April 12, 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 The Bookstore has identified equipment that is obsolete and no longer used. Attached is the inventory sheet identifying the items. Staff request that this equipment be disposed of.
2. The Facilities Department has identified equipment that is obsolete and no longer used. Attached is the inventory sheet identifying the items. Staff request that some of the equipment be donated to public agencies and/or non-profit organizations. If the equipment is not donated, it will be disposed of.

RECOMMENDATION:

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

Attachments:  
Bookstore Surplus List *1 page*  
Facilities Surplus List *2 pages*





