

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Douglas Treadway  
DATE: June 14, 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 The Assessment Center has identified equipment that is obsolete and no longer used. Attached is the inventory sheet identifying the items. Staff request that this equipment be donated to a non-profit organization or public entity if possible or be disposed of.

RECOMMENDATION:

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

Attachments:  
Assessment Center Surplus List *1 page*

