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 The Assessment Center has identified equipment that is obsolete and no longer used.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
Ohlone Community College  
Request to Surplus District Owned Equipment

From:  
Dept:  
Contact Person:  
Extension:  
Date of Request:  

Send Request To:  
Original to:  
Copy to:  
Location of equipment:  

Please add the following Items to surplus inventory:

<table>
<thead>
<tr>
<th>OCCD Asset Number</th>
<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model number</th>
<th>Serial Number</th>
<th>Surplus Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>001988</td>
<td>1</td>
<td>Copy Machine</td>
<td>Toshiba</td>
<td>3550</td>
<td>P6223851</td>
<td>4</td>
</tr>
</tbody>
</table>

*Surplus Codes:  
1 Damaged  
4 Equipment Replaced  
7 No Longer Needed-working Condition  
8 Other Please specify:  

Comments:  

Instructions: Itemize each item to be surplused. 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 surpling 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.

Signature of Budget Manager