

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: July 12, 2006
SUBJECT: Authorization for the Surplus and Sale 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 Facilities Department has identified a Portable Building located at the Newark McGregor Site as no longer required. Attached is the inventory sheet identifying the Building. Newark Unified School District has requested to purchase the building for an amount of \$20,000.00.
2. The Biology Department has identified equipment that is no longer required. Attached is the inventory sheet identifying the equipment. Staff requests that this equipment be donated to the LAB project, which provides lab equipment to local schools.

RECOMMENDATION:

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

Attachments:
Facilities Department Surplus List *1 page*
Biology Department Surplus List *1 page*

