TO: Board of Trustees

FROM: Douglas Treadway

DATE: January 10, 2007

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 The Counseling department has identified equipment that is obsolete and not longer used. Attached is the inventory sheet identifying the items. Staff request that this equipment be disposed of.

RECOMMENDATION:

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

Attachments:
Counseling Surplus List 1 page
Ohlone Community College
Request to Surplus District Owned Equipment

From: Counseling
Contact Person: Martha Brown
Extension: x6266
Date of Request: 12/4/2006

Send Request To:
Original to: Marian Castaneda
Purchasing Office
Copy to: Zane Gray, Warehouse
Location of equipment: Check with Delphine Rollins

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>4370</td>
<td>1</td>
<td>Videoconference Equipment</td>
<td>Picture Tel</td>
<td>PTZ-2N</td>
<td>P540-0058-03 J M030057</td>
<td></td>
</tr>
<tr>
<td>4371</td>
<td>1</td>
<td>Videoconference Equipment</td>
<td>Picture Tel</td>
<td>97000126</td>
<td>540-0740-01R1S9700012.4</td>
<td></td>
</tr>
</tbody>
</table>

Surplus code is 2 for both items

*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:

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 surplusing 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 5014 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