

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: January 10, 2007
SUBJECT: Authorization for the Surplus of Personal Property

-CONSENT-

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 The Counseling department has identified equipment that is obsolete and not longer used.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*

