

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: May 9, 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.

- The Bookstore has identified equipment that is obsolete and no longer used. Attached is the inventory sheet identifying the items. Staff request that this equipment be disposed of.
- The Entrepreneurial Ventures/Ohlone For Kids Department has identified equipment that is no longer used. Attached is the inventory sheet identifying the items. Staff request that this equipment be donated to a local Girl Scouts Troup.

RECOMMENDATION:

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

Attachments:
Bookstore Surplus List *1 page*
Entrepreneurial Surplus List *1 Page*

Ohlone Community College Request to Surplus District Owned Equipment

From:

Dept: Entrepreneurial Ventures (OFK)

Contact Person: Jason Jones

Extension: ext. 6090

Date of Request: 27-Apr-07

Send Request To:

Original
to: Marian Castaneda
Purchasing Office

Copy to: Zane Gray, Warehouse

Location of equipment:
Building 24A

Please add the following Items to surplus inventory:

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
4202	1	Sewing Machine	Elna	N/A	4202	7
4750	1	Sewing Machine	Elna	N/A	4750	7
4749	1	Sewing Machine	Elna	N/A	4749	7
4753	1	Sewing Machine	Elna	N/A	4753	7
4754	1	Sewing Machine	Elna	N/A	4754	7
4203	1	Sewing Machine	Elna	N/A	4203	7

- *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: We have reached an agreement with the Sunol Girl Scouts to donate to their troop.

Instructions: Itemize each item to be surplus. 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 surplus 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.

Approved by Jason Jones (email 4/30/07)
Signature of Budget Manager