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- The Bookstore has identified equipment that is obsolete and no longer used.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: Bookstore
Contact Person: Mona Farley
Extension: 6062 or 7462
Date of Request: 3/28/2007

Send Request To: Marian Castaneda
Original to: Purchasing Office
Copy to: Zane Gray, Warehouse

Location of equipment: Stock Room

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>20425</td>
<td>1</td>
<td>Apple Power Mac</td>
<td>Apple</td>
<td>XB8025G2BB</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>2906</td>
<td>1</td>
<td>Panasonic VHS Recorder</td>
<td>Panasonic</td>
<td>AG6540P</td>
<td>A9TA00190</td>
<td>2</td>
</tr>
<tr>
<td>2937</td>
<td>1</td>
<td>Lexmark Printer</td>
<td>Lexmark</td>
<td>36939</td>
<td>P235029</td>
<td>2</td>
</tr>
</tbody>
</table>

*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 6014 or email zgray@ohlone.edu.

Approved by Mona Farley (email 4/18/07)

Signature of Budget Manager

This form is available as an Excel Spreadsheet. Email mcastaneda@ohlone.edu to request a copy to be emailed.
**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:**

<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>4202</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4202</td>
<td>7</td>
</tr>
<tr>
<td>4750</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4750</td>
<td>7</td>
</tr>
<tr>
<td>4749</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4749</td>
<td>7</td>
</tr>
<tr>
<td>4753</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4753</td>
<td>7</td>
</tr>
<tr>
<td>4754</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4754</td>
<td>7</td>
</tr>
<tr>
<td>4203</td>
<td>1</td>
<td>Sewing Machine</td>
<td>Elna</td>
<td>N/A</td>
<td>4203</td>
<td>7</td>
</tr>
</tbody>
</table>

*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 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 6014 or email zgray@ohlone.edu.

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Approved by Jason Jones (email 4/30/07)

Signature of Budget Manager