

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: June 13, 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- The Foundation has identified equipment that is obsolete and no longer used.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 Human Resources Department has identified equipment that is no 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:
Foundation Surplus List *1 page*
Human Resources Surplus List *1 Page*

