TO: Board of Trustees
FROM: Douglas Treadway
DATE: July 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 Facilities Department has identified vehicles that are obsolete and not longer used. Attached is the inventory sheet identifying the items. Staff request that the vehicles be sold to a salvage company for parts.

RECOMMENDATION:

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

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

From: Facilities
Dept: Facilities
Contact Person: Dave Orland
Extension: 7473
Date of Request: 6/4/07

Send Request To:
Original to: Marian Castaneda
Purchasing Office
Copy to: Zane Gray, Warehouse
Location of equipment: Building 10

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>2</td>
<td>1</td>
<td>1990 Chevy Cruise</td>
<td>Chevrolet</td>
<td>871481</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>1985 Buick Estate</td>
<td>Buick</td>
<td>E293025</td>
<td></td>
<td>4</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 surplusable. 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 listings. Approval of the surplus 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 6203 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.

Signature of Budget Manager