

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Douglas Treadway  
DATE: August 8, 2007  
SUBJECT: Authorization for the Surplus of Personal Property

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The District's Director of Purchasing, Contracts, and Auxiliary Services is designated as the person responsible for identifying District personal property as surplus and is responsible for the sale, donation or disposal of such property as prescribed in Education Code 81450/81452. The following Department(s) identified personal property that is not required for school purposes, is unsatisfactory, is not suitable for school use, or should be disposed of for the purpose of replacement, per the attached inventory sheet(s):

The Biology Department

The District Warehouse

The value of this property is insufficient to defray the cost of conducting a formal public bid. By law, a finding to this effect by a unanimous vote of the members present is required to prevent this obsolete surplus equipment from accumulating in the district warehouse.

**RECOMMENDATION:**

The President/Superintendent recommends that, by unanimous vote the members present, the Board of Trustees authorize the designee to surplus property as specified above and find the value of the item(s) listed to be less than \$5000 and of insufficient value to defray the cost of arranging a public bid.

Attachments:

Request to Surplus District Owned Equipment

