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:

The Business Administration Department

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 recommend 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
Ohlone Community College
Request to Surplus District Owned Equipment

From:                      Send Request To:  
Dept:  Business Administration  Original to:  Marlen Castaneda  
Contact Person:  Sherri de Souza  Purchasing Office  
Extension:  6252                Copy to:  Zane Gray, Warehouse  
Date of Request:  11/15/07     Location of equipment:  Room 8112  

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>99995</td>
<td>1</td>
<td>Overhead Projector</td>
<td>3m</td>
<td></td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Overhead Projector</td>
<td>3m</td>
<td></td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>21465</td>
<td>1</td>
<td>Monitor</td>
<td>Tano</td>
<td>728</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>1</td>
<td>Calculators</td>
<td>Canon</td>
<td>P100-841</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Calculator</td>
<td>Sharp</td>
<td>62-1780</td>
<td>2</td>
<td></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 Marlen Castaneda, Purchasing/Contracts office and a photocopy to Zane Gray, Warehouse. Zane will arrange pickup of the equipment. Any questions about the surpluing of equipment should be directed to Marlen Castaneda at extension 8263 or email mcastaneda@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 8014 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