TO:    Board of Trustees
FROM: Dr. Douglas Treadway
DATE: November 14, 2007
SUBJECT: Authorization for the Surplus of Personal Property

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 Ohlone Bookstore

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
# Ohlone Community College
## Request to Surplus District Owned Equipment

**From:**
- Dept: Bookstore
- Contact Person: Mona Farley
- Extension: 6062 or 7462
- Date of Request: 10/4/2007

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

**Location of equipment:**
- Behind pillar on sales floor

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>25323</td>
<td>1</td>
<td>IVI Checkmate Debitek</td>
<td>Debitek</td>
<td>n/a</td>
<td>n/a</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash to Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Copy Card machine)</td>
<td></td>
<td></td>
<td></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 Marian Castaneda, Purchasing/Contracts office and a photocopy to Zane Gray, Warehouse. Zane will arrange pickup of the equipment. Any questions about the surpling 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.

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

**Signature of Budget Manager**