MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: March 5, 2008
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):

Counseling/Testing

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:
Requests to Surplus District Owned Equipment
Ohlone Community College
Request to Surplus District Owned Equipment

From: Counseling / Testing Center
Contact Person: Karen Liu
Extension: 26126
Date of Request: 2-7-08

Send Request To:
Original to: Mark Robbins
Purchasing Office
Copy to: Warehouse
Location of equipment: 14054

Please add the following items to surplus inventory:

<table>
<thead>
<tr>
<th>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>601488</td>
<td>1</td>
<td>Toshiba SS50 copier</td>
<td>Toshiba</td>
<td>SS50</td>
<td>PC2223281</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 Mark Robbins, Purchasing/Contracts office and a photocopy to the Warehouse. Warehouse will arrange pickup of the equipment. Any questions about the surpling of equipment should be directed to Mark Robbins at extension 6263 or email mrrobbins@ohlone.edu. Any questions about the pickup and storage should be directed to Warehouse at extension 6014 or email warehouse@ohlone.edu

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

RECEIVED

FEB 1 1 2008

INVOICE

OHLINE COMMUNITY COLLEGE DISTRICT
PURCHASING AND CONTRACTS