TO: Board of Trustees
FROM: Dr. Douglas Treadway
DATE: June 11, 2008
SUBJECT: Authorization for the Disposal of Surplus 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 Art Department
The Biology 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 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: Biology
Contact Person: Linda Otoe
Date of Request: 5/16/08

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

Location of equipment: 2426 Newark

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>Note 1</td>
<td>1</td>
<td>CO2 Incubator double</td>
<td>Forma</td>
<td>SS320S</td>
<td>N331214-024</td>
<td>1</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: This piece of equipment was a donation

Instructions: Itemize each item to be surplus. 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 surplusing of equipment should be directed to Marian Castaneda at extension 6263 or email mc213a@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 6314 or email zgray@ohlone.edu.

This form is available as an Excel Spreadsheet. Email mc213a@ohlone.edu to request a copy to be emailed.

Signature of budget Manager: [Signature] 5/16/08
Ohlone Community College
Request to Surplus District Owned Equipment

From: CYNTHIA LUCKOSKI
Dept: ART
Contact Person: CYNTHIA LUCKOSKI
Extension: 10328
Date of Request: 5-16-08

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>C001165</td>
<td>1</td>
<td>EPSON STYLUS COLOR 2600</td>
<td>EPSON</td>
<td>PS11A</td>
<td>EPS001260</td>
<td>2</td>
</tr>
<tr>
<td>75161</td>
<td></td>
<td>PRINTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66879</td>
<td>1</td>
<td>EPSON STYLUS COLOR 3000</td>
<td>EPSON</td>
<td>PS21A</td>
<td>EPS001264</td>
<td>2</td>
</tr>
<tr>
<td>45651</td>
<td></td>
<td>PRINTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10     EPSON INKS</td>
<td></td>
<td>EPSON</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Surplus Codes:**
1. Damaged
2. Obsolete
3. Manufacturer 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. Surplus Codes provided to describe the reason the item is being removed from the District Property list. Approval of the budget manager is required. Submit the original form to Marian Casanova, 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 Casanova at extension 6905 or email casanova@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 904 or email zgray@ohlone.edu.

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

**RECEIVED**
MAY 19 2008

**Signature of Budget Manager**