MEMORANDUM

TO: Board of Trustees
FROM: Gari Browning
DATE: January 14, 2009
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):

Vice President, Academic Affairs

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 personal 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:
Department: Vice President, Academic Affairs
Contact Person: Connie Teshara
Extension: 6220
Date of Request: 12/4/08

Send Request To:
Original to: Mark Robbins
Copy to: Purchasing Office
Location of equipment:
Room 1141

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>23318</td>
<td>9</td>
<td>Fax Machine</td>
<td>Brothers</td>
<td>3750</td>
<td>656355099125979</td>
<td>4</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. Use the 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 Mark Robbins in the Purchasing/Contracts office and a photocopy to the Warehouse. Warehouse will arrange pickup of the equipment. Any questions about the surplus of equipment should be directed to Mark Robbins at extension 6263 or email mrobbins@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 mrobbins@ohlone.edu to request a copy to be emailed.