MEMORANDUM

TO:       Board of Trustees

FROM:    Gari Browning

DATE:   February 10, 2016

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): Chemistry

Each listed asset, regardless of Department, is classified by a surplus code. The surplus codes are as follows:

1. Damaged – Asset cannot be used due to condition
2. Obsolete – Asset out of date and out of general use
3. Manufacture Warranty – Asset replacement due to Manufacturer defect
4. Equipment Replacement – Asset replaced by another with same or enhanced functionality
5. Equipment Donated – Asset donated to another public entity
6. Equipment Stolen – Asset unable to be located
7. No Longer Needed – Useable asset no longer in use by Program
8. Other: Please Specify

Although the District will attempt to do so, for most items 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, will allow the District to dispose of items not sold at auction and will help prevent this obsolete surplus equipment from accumulating in the warehouse and maintenance yard.

RECOMMENDATION

The President/Superintendent recommends that, by unanimous vote of the members present, the Board of Trustees authorizes 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.