

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

December 8, 2009

Agenda Item: 5.3

Subject: Approval of Declaration of Surplus Property to be Sold at Private Sale and Donation or Disposal of Any Items Not Sold

Background: The District will dispose of personal property that is surplus to the instructional or administrative needs of the District. In this case, the current listing includes obsolete computer equipment, electronics, furniture, and miscellaneous equipment from Chabot College and the District Office. When saleable, items will be sold. As standard procedure, notices are sent to the eight (8) school districts in our local service area.

Beginning with this recommendation, many surplus items will be made available for purchase by District Employees via a new, on-line process developed by our ITS Department. All items are sold or donated in “as is” condition. Any remaining items will be marked for proper disposal.

Recommended Action: That the Board of Trustees approve the items surplus to the needs of the District and that the Chancellor be authorized to dispose of the same via private sale in accordance with Board Policy 3212 and that the funds derived from the sale be placed in the General Fund of the District. It is further recommended that any items not sold by private sale be donated to charitable organizations or properly disposed of by District personnel in accordance with California Education Code Section 81452.

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Submitted: Lorenzo Legaspi/Date

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Approved: Joel L. Kinnamon /Date

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