

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

May 20, 2008

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 items from Chabot College, Las Positas College and the District Office. When saleable, items will be sold to the highest bidder(s). All items are sold or donated in “as is” condition. As standard procedure, notices are sent to the eight (8) school districts in our local service area and several non-profit organizations, notifying them of our surplus items. Any remaining items that cannot be sold or donated will be marked for 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 that are 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: Andrew Howe/Date

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Approved: Joel L. Kinnamon /Date

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