

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 26, 2013

ITEM TITLE:

Designation of Materials and Equipment as Surplus and Obsolete.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval to designate equipment and material as surplus and obsolete.

ITEM SUMMARY:

Under Board Policy 6550 Disposal of Property:

The Chancellor is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time. In accordance with Administrative Procedure 6550, the listed items will be sold to the highest responsible bidder or donated.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

N/A.

BACKGROUND/ANALYSIS:

The District and Merritt College submitted signed and approved Equipment Action Request Forms listing surplus and obsolete equipment and materials to Purchasing. The documents are filed with the Purchasing Department. The physical transfers have occurred and the items are stored at the District Warehouse and outside storage yard pending surplus approval. Once approved as surplus property, the items will be sold, donated, or disposed of in the manner consistent with Education Code Sections 70902(b)(6), 81384, and 81452.

DELIVERABLES AND SCOPE OF WORK:

N/A

ANTICIPATED COMPLETION DATE:

March 4, 2013

ALTERNATIVES/OPTIONS:

NONE

EVALUATION AND RECOMMENDED ACTION:

Designate equipment and materials as submitted by the District and Merritt College on signed and approved Equipment Action Request forms on file at Purchasing. Purchasing will coordinate the removal of the surplus

and obsolete equipment and materials through an approved State of California Collector and Recycler at no cost to the District.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ **NO** **X**

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR GERHARD)

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Marie Hampton
Purchasing Director

Date: 2/20/13

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Ron Gerhard
Ron Gerhard, Chief Financial Officer

Date: 2/20/13

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard
Ron Gerhard, Chief Financial Officer

Date: 2/20/13

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy Thi Nguyen
General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: José M. Ortiz
Dr. José M. Ortiz, Chancellor

Date: 2-19-13