**Board Memo**

**DATE:** 11/15/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Facility Management

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration as Surplus

**Date/Term (Beginning and End Dates/Year)**

N/A

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Jon Mason, Warehouse Supervisor requests that the items below be declared as surplus. The items are at their end of their useful life, or broken and beyond repair. All technology items will be recycled per the District policy and proceeds from disposal will be directed to the Finance Department. All other items will be sold for scrap, disposed of, or donated according to District protocol.





All items being disposed of are documented and kept on file in the Finance Office for review**.**

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I request the Board to declare the items shown as surplus, and approve the disposal in accordance with Board Policies, as presented.

**CONTACT PERSON: (submitter)**

Linda Schild SFO, Director Finance