

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT RECOMMENDATION TO DISPOSE OF DISTRICT PROPERTY

It has been determined that District personal property described below is not required for school purposes, or is unsatisfactory or not suitable for school use:

Description: _____

Manufacturer: _____

Model No.: _____

Asset No.: _____

Serial No.: _____

Acquisition Date: _____

Original Cost/Value: _____

Location: _____

Room No.: _____

Contact Name: _____

Appraised Value: _____

Original Source: General Fund

Cafeteria

Special Reserve Fund

Donation or Gift

Child Development Fund State/Federal Surplus Property

Grant: _____

(Grant Name)

I therefore recommend that the aforementioned property be disposed of in accordance with the applicable California Education Code Section (ECS 81450 or 81452 cited on the reverse side hereof).

Disposal Recommended:

Director of Operations _____

Chief Financial Officer _____

V.C. Administration & Finance/COO _____

ESC 81450

(advertising and sale to highest bidder)

ECS 81452 (a)

(private sale, value does not exceed \$500.00)

ECS 81452 (b)

(disposed in public dump, value insufficient to defray selling costs)

DISTRICT BUSINESS OFFICE USE ONLY

Board of Trustee Resolution No. _____
(authorization to dispose of personal property)

FOR INVENTORY DESK
No. _____

Board of Trustee Resolution No. _____

Disposal data posted to AIP

Sales Proceeds _____

Account _____

Initial _____

Date _____

EDUCATION CODES APPLICABLE TO SALE OF PERSONAL PROPERTY
(Article 9, Sections 81450 and 81452)

§ 81450 Sale of personal property; notice; public auction.

(a) The governing board of any community college district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there; or if there is no such newspaper,

(b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to accept the responsibility to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

§ 81452 Private sale of personal property, disposition of property unsold at public auction or of insufficient value to defray cost of sale.

(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

(b) Any item or items of property having previously been offered for sale pursuant to Section 81450, but for which no qualified bid was received, may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

(c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in any manner by any employee of the district empowered for that purpose by the board.