

**BOARD OF TRUSTEES  
AGENDA**

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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- (A)  Report Only  Recognition

**Presenter(s):**

**Briefly describe the subject of the report or recognition presentation.**

- (B)  **Action Item**  
**ISMAEL MIJARES, ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE**  
**Presenter(s): LUIS VELEZ, PURCHASING DIRECTOR**

**Briefly describe the action required.**

**CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO DECLARE THE ATTACHED LIST OF ITEMS AS SURPLUS PROPERTY AND AUTHORIZE ITS DISPOSAL.**

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any question or issues that might be raised regarding this item.**

**IN ACCORDANCE WITH BOARD POLICY CI, THE SCHOOL BOARD OF TRUSTEES MAY DISPOSE OF PROPERTY THAT IS NO LONGER NECESSARY FOR DISTRICT OPERATIONS AND SHALL DO SO FOR FAIR MARKET VALUE. IF THE SURPLUS PROPERTY HAS NO VALUE, SUCH PROPERTY SHALL BE DISPOSED OF ACCORDING TO ADMINISTRATIVE DISCRETION.**



## MEMORANDUM

**To:** Ismael Mijares, Assistant Superintendent for Business and Finance

**From:** Luis Vélez, Purchasing Director  Digitally signed by Luis A. Vélez

**Date:** Wednesday July 2, 2014 Date: 2014.07.03 09:04:57 -05'00'

**Subject:** Request to Declare Property as Surplus

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Please consider this memorandum as a request to declare the attached list of items as surplus property due to their deteriorated condition, irreparability, and/or obsolescence.

In accordance with Board Policy CI, the school board may dispose of property that is no longer necessary for District operations and shall do so for fair market value. If the surplus property has no value, such property shall be disposed of according to administrative discretion. Administrative policy states that items shall be disposed of in the most cost efficient manner, including, but not limited to, selling at any price, giving away, or destroying the property.

Please contact me at the Department of Purchasing should you need any further information regarding this matter.

