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).

Department

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

Department Head/Director/Dean

Date

DISTRICT BUSINESS OFFICE USE ONLY

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

Board of Trustee Resolution No. (if ECS 81450 applies - acceptance of bid)

Sales Proceeds

Account

FOR INVENTORY DESK No.________________________________________

Disposal data posted to AIP Form 8 SPEC:

Initial ______ Date ______

SFCCD-DBO 125 Rev 6/97
G:\forms\dbo125dispo