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
- ☐ Special Reserve Fund
- ☐ Child Development Fund
- ☐ Grant: _____ (Grant Name)
- ☐ Cafeteria
- ☐ Donation or Gift
- ☐ State/Federal Surplus Property

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	Department Head/Director/Dean	Date

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)

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
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