

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** February 01, 2010**Title of Item:**

DONATION OF TWO SURPLUS DISTRICT MICROSCOPES

Background and Analysis:

The District has two microscopes that have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. District Staff estimates the resale value is approximately \$100.00.

The Gamble Garden Organization (GGO) has evaluated this equipment and found it to be acceptable for use by their organization. GGO would like to receive the equipment as a donation (See attached letter). Therefore, it is recommended that the microscopes be donated to the Gamble Garden Organization, a tax-exempt public benefit corporation under Section 501(C)(3) of the Internal Revenue Service Code.

California Education Code 81452(c) provides that if the governing 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.

Recommendation: (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Director of Purchasing Services to donate the items to the Gamble Garden Organization.

Submitted by:	Carmen Redmond
Additional contact	Eric Olague
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

SURPLUS DISPOSAL FORM (SN 23500)

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplusing more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

1. Quantity & Description: (2) Dissecting Microscopes

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.

For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this e-waste (electronic) xls attachment _____
non-electronic xls attachment _____

2. Current Location (be precise): Campus: Foothill Building and Room N/A

3. Height: 12" Length: 9" Width: 9" Wt.: Over 50 lbs _____ Under 50 lbs X

4. Serial No: N/A Inventory Tag No: 25174 Model No: 25174

5. Manufacturer: Swift Acquisition Date: _____

6. Original Cost: unknown Estimated Current Value: \$100.00

7. Current condition: Is it Working? yes Can it be fixed? N/A
Gamble Gardens, Vanessa Roach

8. Provide contact info for interested departments or buyers, if any: 650-329-1356 X212

9. Name and phone number of person to contact about this surplus disposal request: Mike Diefenbach 650-949-7185

10. Requested removal date (if urgent, explain): _____

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By Mike Diefenbach (signature) Date 1/19/10

Name (print or type) Mike Diefenbach

B. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

1. Plant Services Work Order Number for pick-up: _____ Date: _____ By: _____

2. Date Work Order Completed: _____

3. Date disposition approved by Board of Trustees: _____

4. Bid Number: _____ 5. Date removed from inventory _____

6. Disposition (check one): Sold (ECS 81450/81452) _____ Donated to public entity (ECS 81450.5) _____

Donated to BOT approved charity (ECS 81452) _____ Returned to District use: _____ (state new location)

Dumped by Plant Services: _____ Disposed as hazardous waste: _____ using (contractor name) _____

7. Plant Services Work Order Number for dumping, if applicable: _____ Date: _____ By: _____

8. Date Work Order Completed: _____

Material/Purchasing Services signature

Date

Distribution: signed original to District Purchasing Services



Dear Foothill College,

Our **ROOTS & SHOOTS** student gardeners **would love your help!**

Roots & Shoots, our inter-generational program with third graders from Walter Hays School, has a request. They would love to have one or two **30x dissecting microscopes**. They have been focusing this year on composting and healthy soil; having the children be able to see some of the microbes in the soil would be a great addition to our program.

Gamble Garden has educated over 2,000 Walter Hays Elementary School children in our Roots & Shoots program over the last 25 years, many of whom now have children in the program. It is an intergenerational gardening program which pairs senior volunteer mentors with students. The educational lesson is followed by planting, nurturing, harvesting, snacking, and then sharing the excess fruits and vegetables with a local food bank.

Thank you so much for your consideration,

A handwritten signature in cursive script, appearing to read 'Vanessa'.

Vanessa Roach
Executive Director

GAMBLE GARDEN

1431 Waverley Street, Palo Alto, CA 94301-3640
www.gamblegarden.org 650-329-1356 x 212
vanessa@gamblegarden.org

Internal Revenue Service

Date: May 31, 2007

GAMBLE GARDEN CENTER
1431 WAVERLEY ST
PALO ALTO CA 94301

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. Jackie Johnson 31-07453
Customer Service Representative

Toll Free Telephone Number:
877-829-5500

Federal Identification Number:
77-0094213

Dear Sir or Madam:

This is in response to your request of May 31, 2007, regarding your organization's tax-exempt status.

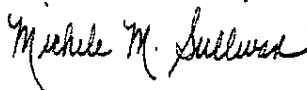
In February 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1