

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT

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

DONATION OF SURPLUS DISTRICT MILLING MACHINE

Background and Analysis:

The District has one milling machine that has been determined by the De Anza Automotive Technology Department of no further use by the District.

Education Code 81450.5 provides that a community college district may donate any personal property belonging to the District if the District determines that the property is no longer required for school purposes provided that the property is donated to a school district, a community college district, or a public entity.

The Fremont Union High School District (Homestead High School) has evaluated the milling machine and found it to be acceptable for use by their school district and would like to receive it as a donation (see attached letter). Therefore, it is recommended that the milling machine be donated to the Fremont Union High School District.

Recommendation: (specify if information only)

In accordance with Education Code 81450.5 authorize the Director of Purchasing Services to make a donation of the equipment described herein to the Fremont Union High School District.

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 surplus 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 surplus 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: 1 MILLING MACHINE
 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: DE ANZA Building and Room E1

3. Height: 7' Length: 4' Width: 5' Wt.: Over 50 lbs Under 50 lbs

4. Serial No: 151253 Inventory Tag No: 00990 Model No: 745

5. Manufacturer: INDEX Acquisition Date: UNKNOWN

6. Original Cost: UNKNOWN Estimated Current Value: \$500

7. Current condition: Is it Working? YES Can it be fixed?

8. Provide contact info for interested departments or buyers, if any: LARRY SMITH - HOMESTEAD HS (408) 482-0906

9. Name and phone number of person to contact about this surplus disposal request: DAVE CAPITOL (408) 864-8312

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 DAVE CAPITOL (signature) Date 1-6-09

Name (print or type)

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

Rev. Oct. 2007 (effective 5/2007)



Homestead High School

21370 Homestead rd. Cupertino, CA 95014



January 4, 2010

To whom it may concern,

The Homestead High School Automotive Technology program is interested in the donation of an obsolete mill from the De Anza Automotive Technology program. Inventory tag number 00990

The mill will be used in the classroom for an introduction to machining, for exposure to this field of employment. It will also be mentioned that De Anza offers many machining courses to further their education if interested in the field.

Thank You,



Larry Smith

Auto Technology

Homestead High School