

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** March 1, 2010**Title of Item:**

DISPOSAL OF SURPLUS DISTRICT PERSONAL PROPERTY

Background and Analysis:

Foothill College owns six wooden tables and four boxes of tent materials that have been water damaged while stored in a portable trailer. The Foothill College Furniture, Fixture and Equipment Coordinator determined the property is in such poor condition that it is unusable. District staff estimates the resale value to be zero.

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 disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

After Board of Trustees Approval, District Staff will dismantle the items and recycle or dispose of the components appropriately.

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 recycle or dispose of the items.

| | |
|---------------------|----------------|
| 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: Wooden Tables and Pieces of old Tent

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 College Building and Room: Green Trailer

LOT 1 H
Trailer # 11462

3. Height: 36 **Length:** 48 **Width:** 60 **Wt.:** Over 50 lbs Under 50 lbs ☒ X

4. Serial No: NA **Inventory Tag No:** NA **Model No:** NA

5. Manufacturer: NA **Acquisition Date:** NA

6. Original Cost: NA **Estimated Current Value:** \$0

7. Current condition: Is it Working? Can it be fixed? No. Water damaged

8. Provide contact info for interested departments or buyers, if any:

9. Name and phone number of person to contact about this surplus disposal request:

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 [Signature] (signature) **Date** 2/2/10

Name (print or type) ASHA HARRIS

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

