

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** April 05, 2010**Title of Item:**

DONATION OF SURPLUS DISTRICT COMPUTERS TO OTI

Background and Analysis:

The District has 22 computers that have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. Educational Technology Services (ETS) estimates that each computer has a value of \$40.00. Therefore, the estimated aggregate value is \$880.00.

The De Anza College Occupational Training Institute evaluated this equipment and found it acceptable for refurbishment and donation to students as scholarships. Therefore, it is recommended that the computers be donated to the Foothill-De Anza Foundation, which is a tax-exempt public benefit corporation under Section 501c(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 Foothill-De Anza Foundation.

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: 22 Dell Computer Workstations - OTI - Donation Program

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 X
non-electronic xls attachment _____

2. Current Location (be precise): Campus: De Anza Building and Room ATC-203D

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

4. Serial No: _____ Inventory Tag No: _____ Model No: _____

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

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

8. Provide contact info for interested departments or buyers, if any: OTI - Donation Program

9. Name and phone number of person to contact about this surplus disposal request: Bach Lan Nguyen 408-864-8608

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 03/03/2010

Name (print or type) Hung Tran

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 5/2/07)

D1003049

E-Waste XLS Attachment to Surplus Disposal Form SN23500Page of **Complete & attach to Surplus Disposal Form if sending surplus E-Waste.**

Instructions are

Accumulation Start Date: 02/10/2010

[Completed by ETS]

Location:

Campus: De Anza
Building: ATC
Room: 203D

Requestor:

Name: Hung Tran
Phone #: 408-864-5662
Signature: *[Signature]*

Work Order #:

Date: 03-03-2010

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

Regulated Items		Code	# of Units
CRTs - TVs - Monitors		A	
LCD Desktop Monitors		B	
Laptop with LCDs		C	
LCD TVs		D	
Plasma TVs		E	
Screen > 4 inches diag.		F	
Microwave Ovens		G	
VCRs, DVDs & CD Players		H	
CPUs - Computers		I	22
Printers, Scanners & Faxes		J	
Phones - Cell & Desk		K	
Pagers, PDAs & Radios		L	
Copiers		M	
Non-reported		N	
Asset Number	(2) Code	Initials	
CMP 4632			
CMP 4989			
CMP 4003			
CMP 3995			
CMP 4026			
CMP 3989			
CMP 4022			
CMP 4000			
CMP 3969			
CMP 4059			
CMP 3985			
CMP 3950			
CMP 4014			
CMP 4006			
CMP 4024			
CMP 3970			
CMP 3979			
CMP 4023			
CMP 4019			
CMP 4005			

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by:
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	H6LVN11	Dell Optiplex GX280		OMP 4009		
22	9TDVN11	Dell Optiplex GX280		OMP 3994		
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Verified by: _____
Version: Jan. 2010

Page _____ of _____