

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

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

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has fourteen pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 16 pages). The Districts Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. DeAnza College Occupational Training Institute and the De Anza Associated Student Body have also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste and may be sold only to authorized State of California Cathode Ray Tube (CRT) material handlers, collectors and recyclers. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services plans to post a notice on Bid Net and call for competitive bids from companies that are authorized State of California CRT material handlers, collectors and recyclers. Proceeds will be deposited to the District's general fund.

Recommendation: (specify if information only)

Make a finding that the property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell the items in accordance with Education Code 81452(a).

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: 1 Brother typewriter
 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 form: e-waste (electronic) xls attachment _____
 non-electronic xls attachment _____
2. Current Location (be precise): Campus: FH Building and Room: 2002
3. Height: 10" Length: 2 feet Width: 2 ft Wt.: Over 50 lbs _____ Under 50 lbs ☒
4. Serial No: U530810236808 Inventory Tag No: U530810236808 Model No: M2300
010236808
5. Manufacturer: brother Acquisition Date: unknown
6. Original Cost: ~\$100? Estimated Current Value: \$50 or less
7. Current condition: Is it Working? yes Can it be fixed? -
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: Pat Hyland
10. Requested removal date (if urgent, explain): march 2010

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 3/5/10
 Name (print or type) Pat Hyland

F1003077

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: _____

2010 MAR 16 PM 3:22

Material/Purchasing Services signature _____

Date _____

Distribution: signed original to District Purchasing Services

Rev. Oct. 2007 (effective 5/2007)

**Non-Electronic Xls Attachment to
Surplus Disposal Form SN23500**

Rev. Oct. 2006

Instructions: After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) xis attachment to list electronic equipment.

Date: 3-12-10

Current Location: FH Campus Building Campus Cfr Room # 2002

Name and phone number of contact person of this request: Pat Hezard

Authorized by (dept. signature):

Work Order #: To be completed by Purchasing Services F1003077

[illegible]

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: EWASTE & UNWASTE

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: FH Building and Room 3618/4211/0240

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

4. Serial No: See attached Inventory Tag No: Model No:

5. Manufacturer: Acquisition Date:

6. Original Cost: Estimated Current Value:

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

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: JOHN ATKINS 87219

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 John Vandercock (signature) Date 3/2/10

Name (print or type) John Vandercock

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

F1003047

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page _____ of _____

Complete & attach to Surplus Disposal Form If sending surplus E-Waste. Instructions are

Accumulation Start Date: 02/09/10

[Completed by ETS]

Location:

Campus: Foothill

Building:

Room: 3618

Requestor:

Name: John Atkins

Phone #: 7319

Signature:

Date:

Work Order #:

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

Regulated Items		Code	# of Units
CRTs - TVs - Monitors		A	3
LCD Desktop Monitors		B	6
Laptop with LCDs		C	3
LCD TVs		D	
Plasma TVs		E	
Screen > 4 inches diag.		F	
Microwave Ovens		G	2
VCRs, DVDs & CD Players		H	2
CPUs - Computers		I	16
Printers, Scanners & Faxes		J	8
Phones - Cell & Desk		K	
Pagers, PDAs & Radios		L	
Copiers		M	
Non-reported		N	7

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	60XN721	desktop computer - Dell OptiPlex GX260	Y	17515		
2	92FPY41	desktop computer - Dell OptiPlex GX270	Y	18044		
3	J2FPY41	desktop computer - Dell OptiPlex GX270	Y	18039		
4	2D0LM11	desktop computer - Dell OptiPlex GX240	Y	17054		
5	QD04DCWQE04	desktop computer - Compaq	N			
6	SXB20403SM1X	desktop computer - Apple Power Mac G4	N	80393		
7	XB2090MRM1X	desktop computer - Apple Power Mac G4	N	80455		
8	92P8B11	desktop computer - Dell OptiPlex	Y	80540		
9	612725170	desktop computer - IBM AT	N			
10	XB1240T9KXS	desktop computer - Apple Power Mac G4	Y	79795		
11	W944936LPNY	desktop computer - Apple iMac	N	18151		
12	XB0180B7J2S	desktop computer - Apple G4	Y	78483		
13	QP5260LASDW	desktop computer - Apple iMac	N	188426		
14	W87420cvx87	desktop computer - Apple iMac	N	190422		
15	QT2181ZZL3V	desktop computer - Apple iMac	Y	3975		
16	QP42100LPVJ	desktop computer - Apple iMac	Y	17979		
17						
18						
19						
20						

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

(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

Page _____ of _____

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	3CDH700337	CRT TV (14") - Samsung TXE1370	Y		A1	
22	1961029	CRT TV - NEC 30" C25-900A (NOTE: IN ROOM 3618)	Y	58147	A2	
23	2444817	CRT monitor - SGI 19" monitor (NOTE: IN ROOM D240)	Y		A2	
24	N52043BCKPW	LCD monitor (17") - Apple Studio display	Y	3798	B2	
25	CY1162LRJPC	LCD monitor (17") - Apple Studio display	Y	3539	B2	
26	CN-OU4931-466	LCD monitor (15") - Dell	Y	18216	B1	
27	47605-38M-CF01	LCD monitor (15") - Dell	Y	17742	B1	
28	CN-0CC280-716	LCD monitor - Dell 15" monitor	Y	189481	B1	
28	AONO14200115	LCD monitor - ViewSonic 17"	N	3704	B2	
30	UDA15263	inkjet printer - Canon MultiPass MP360	N		J	
31	BUY1016389	inkjet printer - Epson Stylus 740i	N		J	
32	CN497720C2	inkjet printer - HP OfficeJet 9130	N	19000	J	
32	CZYK074712	inkjet printer - Epson SP1200	N	3840	J	
34	FXUY424087	inkjet printer - Epson Stylus C86	N		J	
35	MY1C641Z3	inkjet printer - HP PSC 750	N		J	
36	CN-0RX288-487	inkjet printer - Dell V305	Y		J	
37	FXUY113222	inkjet printer - Epson Stylus C86	N		J	
38	UV41701VPLG	laptop computer - Apple Powerbook	N	18851	C1	
39	6T3JW01	laptop computer - Dell Latitude	N	80119	C1	
40	UV3290SBMRT	laptop computer - Apple Powerbook 12"	N	17730	C1	
41	OJ25KE0373	misc (ext CD writer) - Que USB	N		H	
42		misc (CD writer) - RARE (12-16-09-01) (NOTE: IN ROOM D240)	N		N	
43	6JEN039A04	misc - ZIP 250mb drive	Y	13051	N	
44	D125735	misc - Beseler overhead projector	Y	353	N	
45	501444	misc (VCR) - Sony SVO-1420	Y	2865	H	
46	150640	misc (ext floppy drive) - Imation	N	3349	N	
47	675610060	misc - Extron VGA switcher	N		N	
48	7251043	misc (overhead proj) - Elki	Y	2906	N	
49	284556	microwave oven (white) - Sharp (NOTE: IN ROOM D240)	N		G	
50	6B73080725	microwave oven (black) - Panasonic (NOTE: IN ROOM D240)	N		G	
51		3 IKEA bags of misc computer parts			N	
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**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: Toshiba Copy 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: DA Building and Room Flint Center - Back Stage

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

4. Serial No: PH411086 Inventory Tag No: Model No:

5. Manufacturer: Toshiba Acquisition Date:

6. Original Cost: Estimated Current Value:

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

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: Mike Kelley 408-864-8821

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) Date 03/03/210

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 5/2007)

D100308

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: De Anza Surplus Items + E-waste Items

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

2. Current Location (be precise): Campus: DA Building and Room MQ2

3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs ☒ 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? Mix Can it be fixed? Mix

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: De Anza Campus - Staff & Faculty

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 03/03/20

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 ROT approved charity (ECS 81450) _____

Donated to BOT approved charity (ECS 81452) _____ Returned to public entity (ECS 81450.3) _____
 Drumped by Plant Services: _____ Returned to District use: _____ (state new location)

2. Plant Services Work: _____ 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)

D1003050

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	6038DYSZK894		Compaq Deskpro EN	Y			
22	6112DYSZM250		Compaq Deskpro EN	Y			
23	6048DYSZR190		Compaq Deskpro EN	Y			
24	6X19DYSZR5WZ		Compaq Deskpro EN	Y			
25	6X19DYSZR5NH		Compaq Deskpro EN	Y			
26	6038DYSZJ947		Compaq Deskpro EN	Y			
27	6043DYSZN457		Compaq Deskpro EN	Y			
28	6X19DYSZA2SN		Compaq Deskpro EN	Y			
29	6045DYSZA087		Compaq Deskpro EN	Y			
30	6X1DYSZL16R		Compaq Deskpro EN	Y			
31	23-2736718		IBM Personal System/2 Model 30	N	69359 CMP 775		
32	1716242-0001		Micron Client Pro	Y	CMP 2708		
33	XA8350Q2D8G		Power Macintosh G3	Y	79514 CMP 3268		
34	J4DBH01		Dell Optiplex GX110	Y			
35	1310361-0031		Micron Millenia	Y			
36	874404-0046		Micron Millenia	Y	76173 CMP 2139		
37	874404-0051		Micron Millenia	Y	76139 CMP 2101		
38	874404-0070		Micron Millenia	Y	76161 CMP 2130		
39	874404-0042		Micron Millenia	Y	76153 CMP 2115		
40	874404-0019		Micron Millenia	Y	76188		
41	874404-0039		Micron Millenia	Y	76151 CMP 2106		
42	874404-0024		Micron Millenia	Y	76192 CMP 2367		
43	94RXQ11		Dell Optiplex GX240	N	CMP 4134		
44	3TVS671		Dell Optiplex GX280	Y	CMP 4664		
45	6LLZP31		Dell Optiplex GX270	Y	CMP 4386		
46	3K9KH11		Dell Dimension 2200	Y	CMP 3850		
47	45DBH01		Dell Optiplex GX110	N	79513 CMP 3269		
48	8B5BR11		Dell Optiplex GX240	Y	CMP 4106		
49	1096103747		Gateway Astro	Y			
50	7K9KH11		Dell Dimension 2200	N	CMP 3846		
51	QP52402ASDU		Apple 17" iMac	N	CMP 4907		
52	QF7041PU963		Macintosh PowerBook 1400c	Y	76352 CMP 2190		
53	QT91101PE60		Macintosh PowerBook G3	N	77538 CMP 2591		
54	QT05100JYY		Macintosh PowerBook	N	79142		
55	QT01011SHKE		Macintosh PowerBook	N	78371 CMP 2895		
56	QT0240LUHKE		Macintosh PowerBook	N	78596 CMP 2943		
57	53RXQ11		Dell Optiplex GX240	N	CMP 4132		
58	02RXQ11		Dell Optiplex GX240	Y	CMP 4138		
59	G5RXQ11		Dell Optiplex GX240	Y	CMP 4125		
60	7Z06241		Dell Optiplex GX270	Y			

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
61	5XP5L11	Dell Optiplex GX240	Y	CMP 3894		
62	JLLZP31	Dell Optiplex GX270	Y	CMP 4387		
63	4LLZP31	Dell Optiplex GX270	Y	CMP 4385		
64	1854963-0001	Micron Client Pro	N			
65	QP6420GHVUY	Apple 17" iMac	N	CMP 5572		
66	W85040LNPX	Apple 17" iMac	N	CMP 4853		
67	W85040P4PNX	Apple 17" iMac	N	CMP 4835		
68	2Y4BR11	Dell Optiplex GX240	Y	CMP 4087		
69	56RXQ11	Dell Optiplex GX240	Y	CMP 4131		
70	510J311	Dell Optiplex GX150	Y	080376 CMP 3684		
71	36RZ971	Dell Optiplex GX280	Y	CMP 4671		
72	BJWG061	Dell Optiplex GX280	N	CMP 4529		
73	XA8350PAD8G	Power Macintosh G3	N			
74	W85040N8PNX	Apple 17" iMac	Y	CMP 4801		
75	8085A4U KCWF1GP	IBM ThinkCentre	N			
76	8085A4U KCWF1GH	IBM ThinkCentre	N			
77	8085A4U KCWF1GW	IBM ThinkCentre	N			
78	8085A4U KCLH6DT	IBM ThinkCentre	Y			
79	8148A4U KCLA5AX	IBM ThinkCentre	N			
80	H3NGB00335	Samsung SyncMaster 21GLs	Y		76049	
81	MX-09E532-47801-1BL-C071	Dell Monitor	Y	MON 3019		
82	FAIU44275800U	MAG Innovision	Y	MON 3870		
83	A77539	IBM Monitor	Y	69897 MON 403		
84	HQ82325537	ViewSonic GA771	N			
85	D090100383	ViewSonic GA771	Y	MON 2280		
86	7427L1101283	Micron Monitor	N			
87	FM7650042	Panasonic 1331 Color Video Monitor	N	65298 TV 189		
88	84209034046	Emerson TV/FM-AM	N			
89	CN-03K648-46633-267-1292	Dell Flatscreen	Y	MON 3198		
90	CN-03K648-46633-26R-105D	Dell Flatscreen	Y	MON 3384		
91	CN-03K648-46633-26P-11RQ	Dell Flatscreen	Y	MON 3385		
92	CN-03K648-46633-24M-109R	Dell Flatscreen	Y	MON 3142		
93	CN-06R644-47804-27J-L1HJ	Dell Flatscreen	Y	MON 3433		
94	CN-06R644-47804-27J-L1GM	Dell Flatscreen	Y	MON 3430		
95	CN-0D5428-72872-56E-EWIKL	Dell Flatscreen	Y	MON 3787		
96	CN-0F5035-64180-54F-1X4L	Dell Flatscreen	Y	MON 3750		
97	CN-0F5035-64180-53U-02VS	Dell Flatscreen	Y	MON 3755		
98	CN-0F5035-64180-4A6-0SKL	Dell Flatscreen	Y	MON 3588		
99	CN-0D5428-72872-58I-39KS	Dell Flatscreen	Y	MON 3838		
100	CY136051JPC	Apple Studio Display	Y			

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
101	71933543	Phillips Large TV	Y	TV 460	2	
102	101B615073055	Toshiba TheaterView SD	Y		2	
103	921-15270026	Zenith Presentation TV	Y	TV 474	2	
104	D092712966	ViewSonic GA771	Y		2	
105	CTC156B	GE Stereo Monitor	Y		2	
106	CY102TQAJPC	Apple Studio Display	N		2	
107	CN-03K648-46633-26Q-110V	Dell Flatscreen	N	MON 3413	1	
108	CN-06R644-47804-27J-L1T7	Dell Flatscreen	Y	MON 3436	1	
109	CN-06R644-47804-3BU-N505	Dell Flatscreen	Y	MON 3513	1	
110	CM710S003019	MPC Color Monitor	Y		2	
111	2X52916YA	NEC Accusync 75F	Y		2	
112	3250340YA	NEC Accusync 75F	Y		2	
113	88 BMTA7	IBM E74 Monitor	Y		2	
114	LB43230213	Panasonic 2789 Color Video Monitor	Y	TV 584	1	
115	L6KN01099	Panasonic VCR	N	VCR 370	2	
116	VA2CA042963	Panasonic DVD Player	N			
117		Sony Video 8 Player	N			
118	34218	Sony Video 8 Player	N			
119	L1SA32378	Panasonic VCR	N	VCR 391		
120	K3KD00340	Panasonic DVD/VCR	N	71084 VCR 252		
121	D11001115	Zenith VCR	N	DVD 13		
122	D11001095	Zenith VCR	N			
123	D11002190	Zenith VCR	N			
124	64325418	Magnavox VCR	N			
125	14800014	JVC VCR	N			
126	6RCXA30279E	Samsung DVD/VCR	N	DVD 48		
127	6RAY94573M/XAA	Samsung DVD/VCR	N	DVD 100		
128	6RBX616853F	Samsung DVD/VCR	N	DVD 24		
129	155E0903	JVC VCR	N			
130	155E0921	JVC VCR	Y			
131	KU3FA009507	Panasonic DVR	Y	VCR 684		
132	K3KD00353	Panasonic DVD/VCR	N	DVD 14		
133	K3KD00435	Panasonic DVD/VCR	N	DVD 15		
134	CA128DWF%M0101LLJA	Apple Personal LaserWriter	N	70910 CA 475		
135	SG12L110BB	HP Business Inkjet 2200	N			
136	BXGK022913	Epson Stylus Color 860	N	CA 1043		
137	CATE106828	Epson Stylus Color 670	N			
138	MY2CL2C2QJ	HP Deskjet 6122	N			
139	MY735140CP	HP Deskjet 5650	Y	CA 6017		
140	K77K003421	Epson Stylus Photo R280	N			

Verified by:

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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
141	AAKK09423	Canon MP830 Printer/Scanner	N			
142	73746869	Multimedia Amplifier	N	AMP 105		
143	12810103	JVC Tuner Adapter	N			
144	3918522	Pioneer LaserDisc Player	N			
145	3914473	Pioneer LaserDisc Player	N		69398	
146	HB0006D019928	UMAX Astra 2010U Scanner	N			
147	HB0006D001005	UMAX Astra 2010U Scanner	N			
148	A-215683	Kodak Ektagraphics III B Projector	N	61339 SP-214		
149	A-375332	Kodak Ektagraphics III B Projector	N	67850 SP-284		
150	PB9802123635	APC Back-UPS	N			
151	CV-7E840-69800-28D-1019	Hamman/Kardon Subwoofer	N			
152	CN-7E840-69800-26H-1598	Hamman/Kardon Subwoofer	Y			
153	CN-7E840-69800-26H-1715	Hamman/Kardon Subwoofer	Y			
154	4105076	Elki Overhead Projector	N	OHP 219		
155	F8HD00312	Panasonic VHS Video Recorder	N	CAM 28		
156	6704015YD	Panasonic Video AC Adaptor	N			
157	207312224	Sharp Notevision XG-C50X Projector	N			
158	16273	Yamaha PSR-18 Keyboard	Y			
159	42700355	Asante Hub	N			
160	42700360	Asante Hub	N			
161	42700356	Asante Hub	N			
162	42700352	Asante Hub	N			
163	71303413	Asante Hub	N			
164	63404373	Asante Management Module	N			
165	619P0154	Asante Hub	N			
166	702A0048	Asante Hub	N			
167	S94052747621	APC Smart UPS	N	CA 649		
168	NS9826067452	APC Smart UPS 700	N			
169	NS0204240027	APC Smart UPS 700	N			
170	800241	Dukane Micromatic II	N			
171	959028	Dukane Micromatic II	N	56058 FSP 65		
172	F71280193	Brother IntelliFax 1270	N	57474 FSP 66		
173	4IAFD135713	Panasonic Laser Fax	N			
174	83472	Sony Digital Mavica Digital Camera	N	CA 1056		
175		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
176		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
177		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
178		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
179		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
180		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				

Verified by:

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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
181		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
182		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
183		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)				
184		Projection Screens	N			
185		Projection Screens	N			
186		Projection Screens	N			
187		Projection Screens	N			
188		Projection Screens	N			
189		Projection Screens	N			
190		Projection Screens	N			
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**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: E-WASTE SURPLUS
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 form: e-waste (electronic) xls attachment X
 non-electronic xls attachment _____
2. Current Location (be precise): Campus: DAC Building and Room: S-2
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: See ATTACHED Inventory Tag No: _____ Model No: _____
5. Manufacturer: See ATTACHED Acquisition Date: unknown
6. Original Cost: unknown Estimated Current Value: _____
7. Current condition: Is it Working? NO Can it be fixed? NO
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: ANDY GURROLA x6156
10. Requested removal date (if urgent, explain): 02-22-2010

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) Date _____
 Name (print or type) Andy Gurrola

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)

D1002120

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Accumulation Start Date: 02-22-20010

[Completed by ETS]

Location:

Campus: DAC

Building: Seminar Bldg.

Room: S-3

Requestor:

Name:

Phone #:

Signature:

Date:

Work Order #:

12002120

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

Page 1 of 1

Regulated Items		Code	# of Units
CRTs - TVs - Monitors	A	3	
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		
Printers, Scanners & Faxes	J	2	
Phones - Cell & Desk	K	2	
Pagers, PDAs & Radios	L		
Copiers	M	1	
Non-reported	N	3	

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1		19" Television	N		2	
2		19" Television	N		2	
3		13" MONITOR	N		1	
4		Printer	N			
5		HP Scanner	N			
6		Telephone	N			
7		Telephone	N			
8		Canon Copier	N			
9		Canon Cartridge	N			
10		Box of Misc. Mice, Keyboards, Wires	N			
11		IBM TYPEWRITER	N			
12						
13						
14						
15						
16						
17						
18						
19						
20						

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