

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** May 03, 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, 19 pages). The District's 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 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 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 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

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)

F1003077

2010 MAR 10 PM 3:22

**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 & UWaste

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 x7219

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 Vandercoeb (signature) Date 3/2/10

Name (print or type) John Vandercoeb

F1003047

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

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page of

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

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 #: F1003047	[Completed by Purchasing Services]

Pickup Date by Plant Services:	[Completed by Plant Services]
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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	I	
2	92FPY41	desktop computer - Dell OptiPlex GX270	Y	18044	I	
3	J2FPY41	desktop computer - Dell OptiPlex GX270	Y	18039	I	
4	2D0LM11	desktop computer - Dell OptiPlex GX240	Y	17054	I	
5	QD04DCWQE046	desktop computer - Compaq	N			
6	SXB20403SM1X	desktop computer - Apple Power Mac G4	N			
7	XB2090MRM1X	desktop computer - Apple Power Mac G4	N	80393	I	
8	92P8B11	desktop computer - Dell OptiPlex	N	80455	I	
9	612725170	desktop computer - IBM AT	Y	80540	I	
10	XB1240T9KXS	desktop computer - Apple Power Mac G4	N			
11	W844936LPNY	desktop computer - Apple iMac	Y	79795	I	
12	XB0180B7J2S	desktop computer - Apple G4	N	18151	I	
13	QP5260LASDW	desktop computer - Apple iMac	Y	78483	I	
14	W87420cvx87	desktop computer - Apple iMac	N	188426	I	
15	QT2181ZZL3V	desktop computer - Apple iMac	N	190422	I	
16	QP42100LPVJ	desktop computer - Apple iMac	Y	3975	I	
17			Y	17979	I	
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.

Verified by: _____

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	3CDH700337	CRT TV (14") - Samsung TXE1370	Y		A1	
22	1961029	CRT TV - NEC 30" C25-900A (NOTE: IN ROOM 3618)	Y		A1	
23	2444817	CRT monitor - SGI 19" monitor (NOTE: IN ROOM D240)	Y	58147	A2	
24	N52043BCKPW	LCD monitor (17") - Apple Studio display	Y		A2	
25	CY1162LRJPC	LCD monitor (17") - Apple Studio display	Y	3798	B2	
26	AONO14200115	LCD monitor (17") - Apple Studio display	Y	3539	B2	
27	UDA15263	LCD monitor - ViewSonic 17"	N	3704	B2	
28	BUY1016389	inkjet printer - Canon MultiPass MP360	N		J	
29	CN497720C2	inkjet printer - Epson Stylus 740i	N		J	
30	CZYK074712	inkjet printer - HP OfficeJet 9130	N		J	
31	FXUY424087	inkjet printer - Epson SP1200	N	19000	J	
32	MY1C641Z3	inkjet printer - Epson Stylus C86	N	3840	J	
32	CN-ORX288-4873	inkjet printer - HP PSC 750	N		J	
34	FXUY113222	inkjet printer - Dell V305	Y		J	
35	UV41701VPLG	inkjet printer - Epson Stylus C86	N		J	
36	6T3JW01	laptop computer - Apple Powerbook	N	18851	C1	
37	UV3290SBMRT	laptop computer - Dell Latitude	N	80119	C1	
38	0J25KE0373	laptop computer - Apple Powerbook 12"	N	17730	C1	
39		misc (ext CD writer) - Que USB	N		H	
40	6JEN039A04	misc (CD writer) - RARE (12-16-09-01) (NOTE: IN ROOM D240)	N		N	
41	D125735	misc - ZIP 250mb drive	Y	13051	N	
42	501444	misc - Beseler overhead projector	Y	353	N	
43	150640	misc (VCR) - Sony SVO-1420	Y	2865	H	
44	675610060	misc (ext floppy drive) - Imation	N	3349	N	
45	7251043	misc - Extron VGA switcher	N		N	
46	284556	misc (overhead proj) - Eiki	Y	2906	N	
47	6B73090725	microwave oven (white) - Sharp (NOTE: IN ROOM D240)	N		G	
48		microwave oven (black) - Panasonic (NOTE: IN ROOM D240)	N		G	
49		3 IKEA bags of misc computer parts			N	
50						
51						
52						
53						
54						
55						

**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 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 03/03/2010

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 5/2007)

D100308

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: 02/02/10 [Completed by ETS]

Location:

Campus: De Anza
Building: Flint Center
Room: Back Stage

Requestor:

Name: Hung Tran
Phone #: 408-864-5662
Signature: [Signature] Date: 03/03/2010

Work Order #:

[Signature] Date: 03/03/2010
[Signature] Date: 03/03/2010

Pickup Date by Plant Services:

[Signature] Date: 03/03/2010
[Signature] Date: 03/03/2010

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		
Printers, Scanners & Faxes	J		
Phones - Cell & Desk	K		
Pagers, PDAs & Radios	L		
Copiers	M		
Non-reported	N		

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	(2) Code	Initials
1	PH411086	Toshiba 3550 Copy Machine	N		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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

**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: 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

e-waste (electronic) xls attachment _____
non-electronic xls attachment _____

2. Current Location (be precise): Campus: DA

Building and Room MQ2

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? 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 03/03/210

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)

D1003050

E-Waste XLS Attachment to Surplus Disposal Form SN23500

04/21/2010 17:16 FAX 6509485194

0011/0019

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Page	of
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	23-2735718	IBM Personal System/2 Model 30	Y				
32	1716242-0001	Micron Client Pro	N	69359 CMP 775			
33	XA8350Q2D8G	Power Macintosh G3	Y	CMP 2708			
34	J4DBH01	Dell Optiplex GX110	Y				
35	1310361-0031	Micron Millenia	Y	79514 CMP 3268			
36	874404-0046	Micron Millenia	Y				
37	874404-0051	Micron Millenia	Y	76173 CMP 2139			
38	874404-0070	Micron Millenia	Y	76139 CMP 2101			
39	874404-0042	Micron Millenia	Y	76161 CMP 2130			
40	874404-0019	Micron Millenia	Y	76153 CMP 2115			
41	874404-0039	Micron Millenia	Y	76186			
42	874404-0024	Micron Millenia	Y	76151 CMP 2106			
43	94RXQ11	Dell Optiplex GX240	Y	76192 CMP 2367			
44	3TVS671	Dell Optiplex GX280	N	CMP 4134			
45	6LLZP31	Dell Optiplex GX270	Y	CMP 4664			
46	45DBH01	Dell Optiplex GX110	Y	CMP 4386			
47	8B5BR11	Dell Optiplex GX240	N	79513 CMP 3269			
48	1096103747	Gateway Astro	Y	CMP 4106			
49	7K9KH11	Dell Dimension 2200	Y				
50	QP52402ASDU	Apple 17" iMac	N	CMP 3846			
51	QF7041PU963	Macintosh PowerBook 1400c	N	CMP 4907			
52	QT91101PE60	Macintosh PowerBook G3	Y	76352 CMP 2190			
53	QT05100JYJY	Macintosh PowerBook	N	77538 CMP 2591			
54	QT01011SHKE	Macintosh PowerBook	N	79142			
55	QT0240LUHKE	Macintosh PowerBook	N	78371 CMP 2895			
56	53RXQ11	Dell Optiplex GX240	N	78596 CMP 2943			
57	D2RXQ11	Dell Optiplex GX240	N	CMP 4132			
58	G5RXQ11	Dell Optiplex GX240	Y	CMP 4138			
59	7Z06241	Dell Optiplex GX270	Y	CMP 4125			
60	5XPSL11	Dell Optiplex GX240	Y	CMP 3894			

Verified by:

Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

04/21/2010 17:17 FAX 6509485194

0012/0019

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Page of
61	JLLZP31	Dell Optiplex GX270	Y	CMP 4387		1
62	4LLZP31	Dell Optiplex GX270	Y	CMP 4385		2
63	1854953-0001	Micron Client Pro	N			3
64	QP6420GHVUY	Apple 17" iMac	N			4
65	W85040LNPX	Apple 17" iMac	N	CMP 5572		5
66	W85040P4PNX	Apple 17" iMac	N	CMP 4653		6
67	2Y4BR11	Dell Optiplex GX240	Y	CMP 4635		7
68	56RXQ11	Dell Optiplex GX240	Y	CMP 4087		8
69	510J311	Dell Optiplex GX150	Y	CMP 4131		9
70	36RZ971	Dell Optiplex GX280	Y	080376 CMP 3684		10
71	BJWG061	Dell Optiplex GX280	N	CMP 4671		11
72	XA8350PAD8G	Power Macintosh G3	N	CMP 4529		12
73	W85040N8PNX	Apple 17" iMac	N			13
74	8085A4U KCWF1GP	IBM ThinkCentre	Y	CMP 4801		14
75	8085A4U KCWF1GH	IBM ThinkCentre	N			15
76	8085A4U KCWF1GW	IBM ThinkCentre	N			16
77	8085A4U KCLH6DT	IBM ThinkCentre	N			17
78	8148A4U KCLA5AX	IBM ThinkCentre	Y			18
79	FAIU44275800U	MAG Innovation	N			19
80	A77539	IBM Monitor	Y	MON 3870	2	20
81	7427L1101283	Micron Monitor	N	69897 MON 403	2	21
82	FM7650042	Panasonic 1331 Color Video Monitor	N		2	22
83	84209034046	Emerson TV/FM-AM	N	65298 TV 189	1	23
84	CY136051JPC	Apple Studio Display	N		1	24
85	71933543	Phillips Large TV	Y		1	25
86	BAB615073055	Toshiba TheaterView SD	Y	TV 460	2	26
87	921-15270026	Zenith Presentation TV	Y		2	27
88	CTC156B	GE Stereo Monitor	Y	TV 474	2	28
89	CY1021QAJPC	Apple Studio Display	N		2	29
90	LB43230213	Panasonic 2789 Color Video Monitor	N		1	30
91	L6KN01099	Panasonic VCR	N	TV 564	2	31
92	VA2CA042963	Panasonic DVD Player	N	VCR 370		32
93	34219	Sony Video 8 Player	N			33
94	29553	Sony Video 8 Player	N			34
95	L1SA32378	Panasonic VCR	N	VCR 391		35
96	K3KD00340	Panasonic DVD/VCR	N	71094 VCR 252		36
97	D11001115	Zenith VCR	N	DVD 13		37
98	D11001095	Zenith VCR	N			38
99	D11002190	Zenith VCR	N			39
100	64325418	Magnavox VCR	N			40

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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0013/0019

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Page of	Initials
101	14800014	JVC VCR	N				
102	6RCXA30279E	Samsung DVD/VCR	N	DVD 48			
103	6RAY94573M/XAA	Samsung DVD/VCR	N	DVD 100			
104	6RBX616853F	Samsung DVD/VCR	N	DVD 24			
105	155E0903	JVC VCR	Y				
106	155E0921	JVC VCR	Y				
107	KU3FA009507	Panasonic DVR	N	VCR 684			
108	K3KD00353	Panasonic DVD/VCR	N	DVD 14			
109	K3KD00435	Panasonic DVD/VCR	N	DVD 15			
110	CA128DWF%M0101LL/A	Apple Personal LaserWriter	N	70910 CA 475			
111	SG12L110BB	HP Business Inkjet 2200	N				
112	BXGK022913	Epson Stylus Color 860	N	CA 1043			
113	CA7E106828	Epson Stylus Color 670	N				
114	MY2CL2C2QJ	HP Deskjet 6122	Y				
115	MY735140CP	HP Deskjet 5650	Y	CA 6017			
116	K77K003421	Epson Stylus Photo R280	N				
117	AAKK09423	Canon MP830 Printer/Scanner	N				
118	73746869	Multimedia Amplifier	N				
119	12810103	JVC Tuner Adapter	N	AMP 105			
120	3918522	Pioneer LaserDisc Player	N				
121	3914473	Pioneer LaserDisc Player	N				
122	HBI006D019928	UMAX Astra 2010U Scanner	N	69398			
123	HBI006D001005	UMAX Astra 2010U Scanner	N				
124	A-215683	Kodak Ektagaphic III B Projector	N				
125	A-375332	Kodak Ektagaphic III B Projector	N	61339 SP-214			
126	PB9802123635	APC Back-UPS	N	67950 SP-284			
127	CV-7E840-69800-28D-1019	Harman/Kardon Subwoofer	Y				
128	CN-7E840-69800-28H-1598	Harman/Kardon Subwoofer	Y				
129	CN-7E840-69800-28H-1715	Harman/Kardon Subwoofer	Y				
130	4105076	Eiki Overhead Projector	N	OHP 219			
131	F8HD00312	Panasonic VHS Video Recorder	N	CAM 28			
132	6704015YD	Panasonic Video AC Adaptor	N				
133	207312224	Sharp Notevision XG-C50X Projector	N				
134	16273	Yamaha PSR-18 Keyboard	Y				
135	42700355	Asante Hub	N				
136	42700360	Asante Hub	N				
137	42700356	Asante Hub	N				
138	42700352	Asante Hub	N				
139	71303413	Asante Hub	N				
140	63404373	Asante Management Module	N				

Verified by: _____
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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0014/0019

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Page of	Initials
141	619P0154	Asante Hub	N				
142	702A0048	Asante Hub	N				
143	S94052747621	APC Smart UPS	N	CA 649			
144	NS9826067452	APC Smart UPS 700	N				
145	NS0204240027	APC Smart UPS 700	N				
146	800241	Dukane Micromatic II	N				
147	959028	Dukane Micromatic II	N	56058 FSP 65			
148	F71280193	Brother Intellifax 1270	N	57474 FSP 66			
149	4IAFD135713	Panasonic Laser Fax	N				
150	83472	Sony Digital Mavica Digital Camera	N				
151		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)	N	CA 1056			
152		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
153		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
154		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
155		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
156		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
157		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
158		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
159		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
160		Boxes E-Waste (Keyboards, Mice, Spare Cables, etc.)					
161		Projection Screens	N				
162		Projection Screens	N				
163		Projection Screens	N				
164		Projection Screens	N				
165		Projection Screens	N				
166		Projection Screens	N				
167		Projection Screens	N				
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Verified by: _____
Version: Jan. 2010

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: 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: 02-22-2010 [Completed by ETS]

Location:

Campus: DAC
Building: Seminar Bldg.
Room: S-3

Requestor:

Name:
Phone #:
Signature:
Date:

Work Order #:

10002120 [Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

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						
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15						
16						
17						
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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

**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 + UWaste

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: FH Building and Room 3618

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 X7319

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 Vandercook (signature) Date 4/1/10

Name (print or type) John Vandercook

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

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E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page <u> </u> of <u> </u>						
No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21		misc - misc computer parts/peripherals (1 blue IKEA bag)	N			
22		misc - IBM Selectric II typewriter	N			
23		misc - Panasonic ET-LAD40 bulbs (burned out) (4 in boxes)	N			
24		misc - PS2 keyboards (2 in boxes)	N			
25		misc - console switch 8 port (in box)	N			
26		misc - computer parts/peripherals (large cardboard box)	N			
27	158239	misc - Bose stereo speaker (in D240)	Y	65836	N	
28	158246	misc - Bose stereo speaker (in D240)	Y	65839	N	
29	158251	misc - Bose stereo speaker (in D240)	Y	65837	N	
30	158253	misc - Bose stereo speaker (in D240)	Y	65838	N	
31	110653	misc - Bose speaker (in D240)	Y	66197	N	
32	110652	misc - Bose speaker (in D240)	Y	66196	N	
32	129C0167	CD player - JVC 5 disc CD player (in D240)	N		H	
34	9205073	CD player - Sony 5 disc CD player (in D240)	N	189218	H	
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