

Board of Trustees Agenda Item

Board Meeting Date: July 12, 2010

Title of Item:

SALE OF SURPLUS DISTRICT X-RAY VIEWBOX

Background and Analysis:

The District has one X-ray viewbox that has been determined by the Foothill Campus Furniture, Fixture and Equipment Coordinator to be of no further use to the District. The estimated aggregate market value of the X-ray viewbox is \$200.00.

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 on the Public Surplus website. Proceeds will be deposited to the District 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: X-RAY MACHINE (1 EA.)
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 5501
3. Height: 48 Length: 36 Width: 48 Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: NA Inventory Tag No: _____ NA Model No: _____
5. Manufacturer: NA Acquisition Date: NA
6. Original Cost: NA Estimated Current Value: \$200.00
7. Current condition: Is it Working? _____ Can it be fixed? Yes
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 1/28/10
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

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E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. | instruct

Accumulation Start Date:

[Completed by ETS]

Location:

Campus: Foothill College

Building: 5500

Room: 5501 (Media Room)

Requestor:

Name: Asha Harris

Phone #: x7144

Signature: *Asha Harris* Date: 1/28/10

Work Order #:

[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		
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	Asset Number	(2) Code	Initials
1	N/A	Viewing X-Ray Machine	Y	N/A		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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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.

(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

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