

Board of Trustees Agenda Item

Board Meeting Date: July 12, 2010

Title of Item:

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has ten pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 15 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 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: _____ 56 Items to be surplus (Computer, Monitor, Printer, etc.)
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: DA Building and Room: LCW - 121
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? Y & N Can it be fixed? _____ Y _____
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: _____ Hung Tran
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 Hung Tran (signature) Date 05/06/2010
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)

D1005070

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:	04-10-2010	[Completed by ETS]
Location:	Campus: DA Building: LCW Room: 121 (AV - Area)	
Requestor:	Name: Hung Tran Phone #: 408-864-5662 Signature: Hung Tran te: 05/06/2010	
Work Order #:	D1005070 [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	Code	Initials
1	HHVKM11	Dell Optiplex GX 240	N		I	
2	55RXQ11	Dell Optiplex GX 240	N	CMP 4133	I	
3	5PVT901	Dell Optiplex GX 110	Y	79225 CMP 3177	I	
4	G15BR11	Dell Optiplex GX 240	N	CMP 4114	I	
5	GB0KS31	Dell Optiplex GX 270	N	CMP 4383	I	
6	W85040L1PNX	Apple 17" iMac	N	CMP 4639	I2	
7	W85040MSPNX	Apple 17" iMac	N	CMP 4791	I2	
8	QP5370Q5SDX	Apple 17" iMac	N	CMP 5008	I2	
9	W85040NEPNX	Apple 17" iMac	N	CMP 4792	I2	
10	5169032	Eiki Still Picture Projector	N		N	
11	6RAY629165T/XAA	Samsung DVD/VHS Dual Deck	N	DVD 83	H	
12	6RCXA93997F/XAA	Samsung DVD/VHS Dual Deck	N	DVD 72	H	
13	CN52MAGXZ9	HP 1050 Fax	N		J	
14	FYGY380689	Epson Stylus CX4600	N		J	
15	MY57FD21HN	HP PSC 1510 All-in-One	N	CA 1412	J	
16	MY6B1611WQ	HP Officejet Pro K550	N		J	
17	02204270027040CF	Cabletron Systems Multi Port Repeater	N		N	
18	00009476B23B	Asante Readyswitch 5104	N	73548	N	
19	634R0202	Asante Hub	N	75499	N	
20	FAA0224X0TK	Cisco Systems Catalyst 1900 Hub	N	77098	N	

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

Page 2 of 2

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	08006907A55B	8+2+5+4	N		I	
22	605500	Hub	N		N	
23	42700349	Asante Hub	N		N	
24	P600C-2011217E10034679	Fellowes P600C-2	N		I	
25	411313488	Sharp XG-C60X Projector	N		N	
26	15124087	Canon Video Visualizer	N		N	
27	(no serial)	DA Lite Projection Screen	N		F 3	
28	SD4250190	Panasonic LCD Projector	Y	PRJ 30	N	
29	CN-0F5035-64180-53D-4VWL	Dell Flatscreen Monitor	N	MON 3742	B 2	
30	3Q2RP51	Dell Optiplex GX 270	Y	CMP 4496	I	
31	3GWG061	Dell Optiplex GX 280	N	CMP 4523	I	
32	JJWG061	Dell Optiplex GX 280	N	CMP 4528	I	
33	9LLP31	Dell Optiplex GX 270	Y	CMP 4388	I	
34	06C87853174	TOA Amplifier	N		N	
35	MX-D32DVX-47605-1BR-AP0K	Dell Flatscreen Monitor	N	MON 3020	B 1	
36	CN-0CC280-71618-SC2-AHEL	Dell Flatscreen Monitor	N	MON 3887	B 2	
37	CN-0CC352-64180-67C-3AAS	Dell Flatscreen Monitor	N		B 2	
38	6RAX563182T/XAA	Samsung DVDMHS Dual Deck	N	DVD 22	H	
39	6RBX616238K/XAA	Samsung DVDMHS Dual Deck	N	DVD 59	H	
40	3105214TA	NEC Monitor	N	MON 3495	A 1	
41	G86382K3UPZ	Apple G4 Tower	N	CMP 5475	I	
42	CN-0F5035-64180-47J-0YQS	Dell Flatscreen Monitor	N	MON 3625	B 2	
43	108Q0233	JVC VCR	N	VCR 688	H	
44	BAB615050804	Toshiba Color TV	Y	TV 571	A 2	
45	73132313	TOA Amplifier	N		N	
46	QP41002YQB8	Apple iLamp	Y		I 2	
47	MX-06204T-47605-06R-BYMZ	Dell Monitor	N	MON 2439	A 1	
48	XB311018N1S	Power Mac G4	N	CMP 4278	I	
49	XB2150FCM1X	Power Mac G4	Y	80729	I	
50	GJQTM41	Dell Optiplex GX 270	N	CMP 4420	I	
51	N52082TAKPW	Apple Studio Display	Y	MON 3114	B 2	
52	N52082PBKPW	Apple Studio Display	Y	MON 3117	B 2	
53	(no serial)	Box of E-Waste (Keyboards, Loose Cords, Ect.)			N	
54	(no serial)	Box of E-Waste (Keyboards, Loose Cords, Ect.)			N	
55	(no serial)	Box of E-Waste (Keyboards, Loose Cords, Ect.)			N	
56	(no serial)	Box of E-Waste (Keyboards, Loose Cords, Ect.)			N	
57						
58						
59						
60						

Verified by:

Version: Jan. 2010

FOOTHILL-DEANZA 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: 5 Phillips Large TV
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: DA Building and Room: MCC 11, 12, 13, 15 & 16

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? 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:

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 Hung Tran Date 04/22/2010

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)

D1005069

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:

[Completed by ETS]

Location:

Campus: DE Anza College

Building: MCC

Room: 11, 12, 13, 15 & 16

Requestor:

Name: Hung Tran

Phone #: 408-864-5662

Signature: Hung Tran

Date: 04-22-2010

Work Order #:

D1005069

[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	Regulated Items		# of Units
				Asset Number	Code	
1	71933415	Phillips Large TV	N	TV 466	A	5
2	71933541	Phillips Large TV	N	TV 465	B	
3	71933499	Phillips Large TV	N	TV 464	C	
4	71933675	Phillips Large TV	N	TV 458	D	
5	65056575	Phillips Large TV	N	TV 451	E	
6					F	
7					G	
8					H	
9					I	
10					J	
11					K	
12					L	
13					M	
14					N	
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: e-waste

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 4200 Room 4211 Storage Shed

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: _____

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 5/4/10

Name (print or type) John Vandercook

F1005045

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 _____

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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

Page 1 of 2

Accumulation Start Date: 02/09/10		[Completed by ETS]		Regulated Items		Code		# of Units	
Location:		Campus: Foothill		CRTs - TVs - Monitors		A		1	
		Building: 4200		LCD Desktop Monitors		B		2	
		Room: 4211 (attached storage shed outside room 4211)		Laptop with LCDs		C		1	
				LCD TVs		D			
				Plasma TVs		E			
				Screen > 4 inches diag.		F			
Requestor:		Name: Mike Banks		Microwave Ovens		G			
		Phone #: 6246		VCRs, DVDs & CD Players		H			
		Signature: <i>Michael D. Banks</i> Date: 5/4/10		CPUs - Computers		I		9	
Work Order #:		61005045		Printers, Scanners & Faxes		J		3	
		[Completed by Purchasing Services]		Phones - Cell & Desk		K			
Pickup Date by Plant Services:		[Completed by Plant Services]		Pagers, PDAs & Radios		L			
				Copiers		M			
				Non-reported		N		5	
No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials			
1	QP42008TPVJ	desktop computer - iMac	Y	17957 I					
2	1P91231	desktop computer - Dell Dimension 4600	Y	17685 I					
3	297NX01	desktop computer - Dell Optiplex GX150	Y	80145 I					
4	BF0LM11	desktop computer - Dell Optiplex GX240	N	17114 I					
5	XA91527DGGM	desktop computer - G3 Blue & White	N	77551 I					
6	QP51404DPNZ	desktop computer - iMac	N	188343 I					
7	QP42009SQB8	desktop computer - iMac	Y	18008 I					
8	QP5330Z0SDV	desktop computer - iMac	N	188441 I					
9	G7ZTD01	desktop computer - Optiplex GX110	Y	79398 I					
10	JNYLT61	laptop computer - Dell XPS	N	18196 C1					
11	K7RE049592	inkjet printer - Epson Stylus Photo Printer	N	n/a	J				
12	JPAKF05628	laser printer - Color LaserJet 4600hdn	Y	1710 J					
13	C7096-67908	laser printer - Color LaserJet 8550N	Y	80390 J					
14	6JFN38935M	misc - lomega Zip drive	N	17476 N					
15	1GAP3360MH	misc - lomega Zip drive	N	17756 N					
16	125809	misc - overhead projector Model G-100	Y	358 N					
17	112025	misc - overhead projector Model G-100	Y	386 N					
18	CY9115AUCVS	CRT monitor - Apple Studio Display	Y	n/a	A2				
19	MX0426PF4780	CRT monitor - Dell	Y	3374 A1					
20	CN0F50356418Q	LCD monitor - Dell	Y	188290 B1					

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

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	n/a	misc - (2) bags e-waste		n/a	N	
22						
23						
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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: e-waste
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 4200 (4211 Storage Shed)
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: _____
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 Victor Baligat (signature) Date 6/1/2010

Name (print or type) Victor Baligat

F1006049

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 _____

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are on back of form.										Page <u>1</u> of <u>1</u>	
Accumulation Start Date: 05/04/10		[Completed by EIS]		Regulated Items		Code		# of Units			
Location:		Campus: Foothill		CRTs - TVs - Monitors		A		5			
Building: 4200		Room: 4211 (attached storage shed outside room 4211)		LCD Desktop Monitors		B		1			
Requestor:		Name: Mike Banks		Laptop with LCDs		C					
Phone #: 6246		Signature:		LCD TVs		D					
Work Order #:		Date: 6/1/2010		Plasma TVs		E					
Pickup Date by Plant Services:		[Completed by Purchasing Services]		Screen > 4 inches diag.		F					
Serial No.		Product Name, Approx. Age, Est. Market Value		Microwave Ovens		G					
1 CY93523LGZC		CRT monitor - Apple Studio Display		VCRs, DVDs & CD Players		H					
2 J662000235		CRT monitor - ViewSonic		CPUs - Computers		I		7			
3 SG81409UB9J		CRT monitor - Apple ColorSync Display		Printers, Scanners & Faxes		J		2			
4 333023150816		CRT monitor - ViewSonic		Phones - Cell & Desk		K					
5 7003604		CRT monitor - Micron		Pagers, PDAs & Radios		L					
6 CN03K64846633		LCD monitor - Dell		Copiers		M					
7 70D0050011200		inkjet printer - Epson Stylus Photo Printer		Non-reported		N		4			
8 USLNF02847		laser printer - LaserJet 4100n		Works Y/N		(2) Code		Initials			
9 W8445022PNX		desktop computer - iMac		Y		4862		A2			
10 XB8171AWD6L		desktop computer - PowerMac G3		Y		n/a		A1			
11 n/a		desktop computer - Generic / Home-built		Y		n/a		A1			
12 CGKT501		desktop computer - Dell Optiplex GX110		Y		n/a		A2			
13 1040468-0001		desktop computer - Micron		Y		4884		A1			
14 GDUJ9		desktop computer - Dell Optiplex GX110		Y		17153		B1			
15 QP52102QSDU		desktop computer - iMac		N		n/a		J			
16 PSBL42FCC9		misc - Iomega Zip drive		N		17195		J			
17 3570000D024C3		misc - DirectTV DVR		N		18126		I			
18 E335BB18P		misc - DirectTV Receiver		N		77111		I			
19 n/a		misc - (2) bags e-waste		N		n/a		I			
20				N		188409		I			

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 a (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: see attached sheet

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: D.A Building and Room: Build 6 Athletic Training room 650

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? 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 Shannon Bracy ext 8746

10. Requested removal date (if urgent, explain): 3/1/10

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 Shannon Bracy (signature) Date 2/3/10

Name (print or type) Shannon Bracy Rich Schroeder

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)

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: 2-13-2010 [Completed by ETS]

Location:

De Anza

Athletic Training room Rm 652

Requestor:

Shannon Bracy

ext 8746

Shannon Bracy

Work Order #:

D1002068

[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		Epson Stylus Photo1280 printer	N		J	
2		Panasonic Plain paper Fax	N		J	
3		Paratherapy bath	N		N	
4		Refrigerator (small free standing)	Y		N	
5		Amrex Synchro Sonic (Ultrasound unit)	Y		N	
6		2 Motorola Radius P110 (walkie talkies with charging base	Y		N	
7		Battery pack and charger for hydrating unit	Y		KL	
8					N	
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

Att: 200

Regulated Items	Code	# of Units
-----------------	------	------------

[Completed by ETS]

Campus: Foothill College

Building: 1924 & 1931

Room:

Name: Asha Harris

Phone #: 650-949-7144

Signature: 

Date: _____

Completed by Purchasing Services

Completed by Purchasing Services

Completed by Purchasing Services

Completed by District Supervisor

Completed by District Supervisor

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Non-reported Asset Number	N (2) Code	Initials
1	NA	Microfiche	N	NA		
2	NA	Shredder	N	NA		
3						
4						
5						
6						
7						
8						
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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. Retain nonbubbles for your files. (6) Send completed form to: Defense Electronics Agency, 775 Second Avenue, Suite 1000, New York, New York 10017.

Verified by: _____
Version: Jan. 2010

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: 05-10-10 [Completed by ETS]

Location: Campus: Foothill College
Building: 5800
Room: 5801

Requestor: Name: Bhavi Patel
Phone #: 650-949-7017
Signature: Date:

Work Order #: F1005040 [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	N/A	Typewriter	N	N/A		
2						
3						
4						
5						
6						
7						
8						
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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

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

Accumulation Start Date:

[Completed by ETS]

Location:

Campus: Foothill
Building: 1100
Room: 1101

Requestor:

Name: Kay Thornton
Phone #: 7252
Signature: *[Signature]* Date: 1/13/10

Work Order #:

F1001115

[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	7455	Yamaha Disklavier Control Wagon, DKW10				
2						
3						
4						
5						
6						
7						
8						
9						
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Verified by:
Version: Jan. 2010