

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** October 4, 2010**Title of Item:**

DISPOSAL OF SURPLUS DISTRICT PERSONAL PROPERTY

Background and Analysis:

Foothill College owns surplus furniture (see attached list) that has been water damaged while stored in a storage container. The Foothill College Furniture, Fixture and Equipment Coordinator determined the property is in such poor condition that it is unusable. District staff estimates the resale value to be zero.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property, is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

After Board of Trustees Approval, District Staff will dismantle the items and recycle or dispose of the components appropriately.

Recommendation: (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Director of Purchasing Services to recycle or dispose of the items.

Submitted by:	Carmen Redmond
Additional contact	Eric Olague
Is backup provided?	Yes

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.

- Distribution: signed original to District Purchasing Services**

Rev. Oct. 2006

Non-Electronic Xls Attachment to Surplus Disposal Form SN23500

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) xls attachment to list electronic

Date: 9/16/10

Current Location: Campus Foothill College

Building Dumpster

Room #

Name and phone number of contact person of this request: Asha Harris

Authorized by (dept. signature): 

Work Order #: To be completed by Purchasing Services

QTY	DESCRIPTION, MANUFACTURER & MODEL	DIMENSIONS HxWxL	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
4	Wooden Chairs	25x25	<50	NA	NA	NA	NA	NO	NO	
1	Wooden Circle Table	45x45	>50	NA	NA	NA	NA	NO	NO	
4	48" Grey Table	36x48	>50	NA	NA	NA	NA	NO	NO	
2	60" Credenza	60x36	>50	NA	NA	NA	NA	NO	NO	
2	24" Grey Table	36x24	>50	NA	NA	NA	NA	NO	NO	
1	3 Drawer Lateral File Cabinet	48x18	>50	NA	NA	NA	NA	NO	NO	
1	Blue Pad	18x24	>50	NA	NA	NA	NA	NO	NO	
1	2 Drawer Lateral File Cabinet	24x18	>50	NA	NA	NA	NA	NO	NO	
1	Split Desk	24x24	>50	NA	NA	NA	NA	NO	NO	
1	Split Desk	45x45	>50	NA	NA	NA	NA	NO	NO	
1	3 Drawer Lateral File Cabinet	18x36	>50	NA	NA	NA	NA	NO	NO	
1	Blue Desk	60x48	>50	NA	NA	NA	NA	NO	NO	
5	Black Desk Chairs on wheels	22"	<50	NA	NA	NA	NA	NO	NO	
1	Wooden Bookcase	24x12x84	<50	NA	NA	NA	NA	NO	NO	