

Board of Trustees Agenda Item

Board Meeting Date: November 1, 2010

Title of Item:

SALE OF SURPLUS DISTRICT TELEVISION

Background and Analysis:

The District owns a projection television that is of no further use to the District. The estimated market value of the television is \$100.00.

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 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 projection television does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell it 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 Projection TV, 50 inches

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: De AnzaBuilding and Room: LC 1073. Height: 58"Length: 49"Width: 28"Wt.: Over 50 lbs X

Under 50 lbs _____

4. Serial No: N/AInventory Tag No: N/A

Model No: _____

5. Manufacturer: MitsubishiAcquisition Date: N/A6. Original Cost: N/AEstimated Current Value: N/A

7. Current condition: Is it Working?

Yes.

Can it be fixed? _____

8. Provide contact info for interested departments or buyers, if any:

N/A

9. Name and phone number of person to contact about this surplus disposal request:

April Qian x5399

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

Wednesday, September 29, 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

April Qian April Qian

(signature)

Date

9/22/2010

Name (print or type)

April Weiming Qian, Supervisor, Distance Learning Ctr, DA**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:

[Completed by ETS]

Location:

Campus:

DE ANZA

Building:

LC

Room:

107

Requestor:

Name:

April Weiming Qian

Phone #:

(408) 864-5399

Signature:

April Qian Date: 04/22/10

Work Order #:

[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	Projection TV 50" age & value not known	Y		3	ag
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