

**Board of Trustees Agenda Item**

**Board Meeting Date:** November 01, 2010

**Title of Item:**

DONATION OF SURPLUS DISTRICT COMPUTER AND MONITORS TO OTI

**Background and Analysis:**

The District has 13 computers and 10 monitors that have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. Educational Technology Services (ETS) estimates that each computer has a value of \$40.00 and each monitor has a value of \$30.00. Therefore, the estimated aggregate value is \$820.00.

The De Anza College Occupational Training Institute evaluated this equipment and found it acceptable for refurbishment and donation to students as scholarships. Therefore, it is recommended that the computers be donated to the Foothill-De Anza Foundation, which is a tax-exempt public benefit corporation under Section 501c(3) of the Internal Revenue Service Code.

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 donated to a charitable organization deemed appropriate by the board.

**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 donate the items to the Foothill-De Anza Foundation.

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

# OTI DONATIONS

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

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Accumulation Start Date:

[Completed by ETS]

Location:

Campus: De Anza  
Building: LRC West  
Room: LRC 124

Requestor:

Name: James D. Holstein  
Phone #: X5827 nextel 590-9555  
Signature: James D. Holstein

Date:

Work Order #:

D 1010130 [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	W8245ZG0MDL	Apple iLamp	Y	CMP 4236	I 1	
2	QP42005KPVJ	Apple iLamp	Y	CMP 4428	I 1	
3	QT212DEFL3V	Apple iLamp	Y			
4	CN-0F5035-64180-47J-0XDS	Dell Flatscreen	Y	80767	I 1	
5	MY-0F7170-47603-541-A99E	Dell Flatscreen	Y		B 2	
6	MY-0F7170-47603-52N-A8AU	Dell Flatscreen	Y		B 2	
7	MX-0U3001-47605-44G-AGYU	Dell Flatscreen	Y		B 1	
8	CN-03K648-46633-26Q-10ZY	Dell Flatscreen	Y		B 1	
9	CN-06K648-46633-26Q-11PP	Dell Flatscreen	Y		B 1	
10	CN-03K648-46633-23M-103N	Dell Flatscreen	Y		B 1	
11	CN-03K648-46633-23J-11W2	Dell Flatscreen	Y		B 1	
12	CN-03K648-46633-237-1185	Dell Flatscreen	Y		B 1	
13	6KC9X11	Dell Optiplex GX 240	Y			
14	9M8DY41	Dell Optiplex GX 270	Y			
15	3C9G411	Dell Optiplex GX 150	Y			
16	G2RXQ11	Dell Optiplex GX 240	Y			
17	HXF1D11	Dell Optiplex GX 240	Y			
18	1YF1D11	Dell Optiplex GX 240	Y			
19	MY-0F7170-47603-4CM-AVC0	Dell Monitor	Y			
20	GKC9X11	Dell Optiplex GX 240	Y		B 1	

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

Regulated Items	Code	# of Units
CRTs - TVs - Monitors	A	10
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	13
Printers, Scanners & Faxes	J	
Phones - Cell & Desk	K	
Pagers, PDAs & Radios	L	
Copiers	M	
Non-reported	N	

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	G75JQ01	Dell Optiplex GX 150	Y	CMP 3528	I	
22	XB9471FVHES	Power Macintosh G4	Y	78127 CMP 2778	I	
23	XB1261QAKXS	Power Macintosh G4	Y	79873 CMP 3403	I	
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Verified by: \_\_\_\_\_  
Version: Jan. 2010