

## **Board of Trustees Agenda Item**

**Board Meeting Date:** September 12, 2011

**Title of Item:**

SALE OF SURPLUS CHANGE MACHINE

**Background and Analysis:**

The District has a Change Machine that has been determined by the Foothill College Library Staff to be of no further use to the District. (See attached Surplus Disposal Form, 1 page). The estimated market value of the Change Machine 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 will 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 Change Machine in accordance with Education Code 81452(a).

Submitted by:	Carmen Redmond , x6166
Additional contact	Randy E. Holmes , x6167
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: One change machine

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 \_\_\_\_\_

non-electronic xls attachment \_\_\_\_\_

\* Please note: It is Bolted to the WALL

2. Current Location (be precise): Campus: Foothill

Building and Room: Library Bathroom Hallway

3. Height: 5' Length: 3' Width: 2' Wt.: Over 50 lbs ☒ Under 50 lbs \_\_\_\_\_

4. Serial No: ? Inventory Tag No: 807027 Model No: ?

5. Manufacturer: RICOH Acquisition Date: \_\_\_\_\_

6. Original Cost: \_\_\_\_\_ Estimated Current Value: \$100.00

7. Current condition: Is it Working? No Can it be fixed? No

8. Provide contact info for interested departments or buyers, if any: None

9. Name and phone number of person to contact about this surplus disposal request: Leslye Moore X 7250

10. Requested removal date (if urgent, explain): Before Sept. 17

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 8/25/07

Name (print or type) Paul Stacer

**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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