

Board of Trustees Agenda Item

Board Meeting Date: November 7, 2011

Title of Item:

SALE OF SURPLUS PHYSICIAN BALANCE BEAM SCALE

Background and Analysis:

The District has a Physician Balance Beam Scale (See attached Surplus Disposal Form, 1 page) that has been determined by the De Anza Physical Education Department to be of no further use to the District. The estimated market value of the Physician Balance Beam Scale 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 item 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, 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 Scale

**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 _____

2. Current Location (be precise):

Campus:

DAC

Building and Room:

PE 41a

3. Height: 75"

Length: 24"

Width: 35"

Wt.: Over 50 lbs _____

Under 50 lbs ☒

4. Serial No: _____

Inventory Tag No:

72589

Model No: _____

5. Manufacturer:

DELTA LYON

Acquisition Date:

Unknown

6. Original Cost: Unknown

Estimated Current Value:

\$100.00

7. Current condition: Is it Working? No

Can it be fixed? Don't know

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: SUSAN HU, x8751

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

(signature)

Date

7/2/09

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. 2006

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