

## **Board of Trustees Agenda Item**

**Board Meeting Date:** December 5, 2011

**Title of Item:**

SALE OF SURPLUS VEHICLES

**Background and Analysis:**

The District has ten vehicles that have been replaced with new (see attached Surplus Forms, 10 pages). The Associate Director of Facilities and Operations has determined that the vehicles are of no further use to the District. The estimated aggregate market value of the vehicles is greater than \$5,000.00.

In accordance with Education Code section 81450, the Board must sell the property to the highest responsible bidder or reject all bids. The code also requires the sale to be advertised at least once a week for two weeks.

Purchasing Services will advertise the sale, call for competitive bids on the Public Surplus website and sell each vehicle to the highest bidders in accordance with Education Code Section 81450. Proceeds will be deposited to the District General Fund.

**Recommendation:** (specify if information only)

Authorize Carmen Redmond, Director of Purchasing Services, to sell the equipment to the highest responsible bidders in accordance with Education Code Section 81450.

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: District Veh # 28 1989 Chevy 5-10 3/4 ton pickup  
**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

e-waste (electronic) xls attachment \_\_\_\_\_

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

- Mileage: 72,291  
 2. Current Location (be precise): Campus: Foothill Building and Room: Surplus Yard  
 3. Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs \_\_\_\_\_  
 VIN# 1G0CS14Z2K8159404 Inventory Tag No: 107143 Model No: 5-10 pickup  
 4. Serial No: 1G0CS14Z2K8159404 Acquisition Date: \_\_\_\_\_  
 5. Manufacturer: Chevrolet Estimated Current Value: \_\_\_\_\_  
 6. Original Cost: \$10,114 Can it be fixed? \_\_\_\_\_  
 7. Current condition: Is it Working? NOT Running  
 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: HAL BUTTERFIELD X 6156  
 10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011

Name (print or type) LESTER LYONS

**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

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: District Veh #66 1986 Chevy Cargo VAN G-20  
**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                      e-waste (electronic) xls attachment                       
                     non-electronic xls attachment                       
mileage: 56,853
2. Current Location (be precise): Campus: Foothill Building and Room: Surplus yards
3. Height:                      Length:                      Width:                      Wt.: Over 50 lbs                      Under 50 lbs
4. Serial No: VIN# 1GEG25F4G7144128 Inventory Tag No: License# 485552 Model No: G-20 Chevy Van
5. Manufacturer: Chevrolet Acquisition Date:
6. Original Cost: \$12,600 Estimated Current Value:
7. Current condition: Is it Working? Runs Can it be fixed?
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: HAL BUTTERFIELD X6156
10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011  
Name (print or type) LESTER LYONS

**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

## 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: District Veh # 79 1989 Chevrolet Sport Van G30  
**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**                      **e-waste (electronic) xls attachment**                       
**non-electronic xls attachment**                       
Mileage: 110,678
2. Current Location (be precise): Campus: Foothill Building and Room: Surplus Yard
3. Height:            Length:            Width:            Wt.: Over 50 lbs            Under 50 lbs
4. Serial No: VIN# 1GAFG35K47162184 Inventory Tag No: License # 273039 Model No: G30 VAN
5. Manufacturer: Chevrolet Acquisition Date:
6. Original Cost: \$ 16,440 - Estimated Current Value:
7. Current condition: Is it Working? Runs Can it be fixed?
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: HAL BUTTERFIELD X6156
10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011

Name (print or type) LESTER LYONS

**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



## 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: District Veh # 81 1989 Dodge Van B350  
**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                      e-waste (electronic) xls attachment                       
                     non-electronic xls attachment                       
 Mileage 29,529
2. Current Location (be precise): Campus: Foot Hill Building and Room: Surplus Yard
3. Height:                      Length:                      Width:                      Wt.: Over 50 lbs                      Under 50 lbs
4. Serial No: VIN# 2BSWB35Z4KK376456 Inventory Tag No: 086205 Model No: Ram Van 350
5. Manufacturer: Dodge Acquisition Date:
6. Original Cost: \$ 20,107 Estimated Current Value:
7. Current condition: Is it Working? Runs Can it be fixed?
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: HAL BUTTERFIELD X6156
10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011

Name (print or type) LESTER LYONS

**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

## 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: District V6 #92 1987 Chevy 5-10 pick-up 3/4 ton

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

e-waste (electronic) xls attachment

non-electronic xls attachment

2. Current Location (be precise): milage 78,839 Campus: Foothill Building and Room: Surplus Yard

3. Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs \_\_\_\_\_

4. Serial No: VIN# 1G0DS14R4H8156072 Inventory Tag No: License# 062332 Model No: 5-10 pickup 3/4 ton

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

6. Original Cost: \$9,500- Estimated Current Value: \_\_\_\_\_

7. Current condition: Is it Working? Runs Can it be fixed? \_\_\_\_\_

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: HAL BUTTERFIELD X6156

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

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: 11.16.2011

Name (print or type): LESTER LYONS

**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

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

## SURPLUS DISPOSAL FORM (SN 23500)

**A. Requester:** If surplus 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 surplus 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: District Veh # 106 1990 Ford Ranger pick-up  
**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                      e-waste (electronic) xls attachment                       
                     non-electronic xls attachment                       
 mileage 66,473
2. Current Location (be precise): Campus: Foothill Building and Room: Surplus Yard
3. Height:                      Length:                      Width:                      Wt.: Over 50 lbs                      Under 50 lbs
4. Serial No: VIN# 1FTCR10T4 LUC 21102 Inventory Tag No: 291238 Model No: Ranger pick-up
5. Manufacturer: FORD Acquisition Date:
6. Original Cost: \$ 9,575 Estimated Current Value:
7. Current condition: Is it Working? RUNS Can it be fixed?
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: HAL BUTTERFIELD X6156
10. Requested removal date (if urgent, explain): A/A P

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 11.16.2011

Name (print or type) LESTER LYONS

**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                     

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## SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: District Veh # 138 1978 GMC C25 pickup 3/4 TON  
**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                      e-waste (electronic) xls attachment                       
                     non-electronic xls attachment                       
 mileage 69,818
2. Current Location (be precise): Campus: Foothill Building and Room: Surplus YARD
3. Height:                      Length:                      Width:                      Wt.: Over 50 lbs                      Under 50 lbs
4. Serial No: VIN# TCS2482504333 Inventory Tag No: License # 331513 Model No: C-25 3/4 TON
5. Manufacturer: GMC Acquisition Date:
6. Original Cost:                      Estimated Current Value:
7. Current condition: Is it Working? Runs Can it be fixed?
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: HAL BUTTERFIELD x6156
10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011

Name (print or type) LESTER LYONS

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2. Date Work Order Completed:
3. Date disposition approved by Board of Trustees:
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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

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

## SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: District Veh # 145 1996 Ford E250 utility van 7/4 ton  
**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                      e-waste (electronic) xls attachment                       
                     non-electronic xls attachment
2. Current Location (be precise): Campus: Foothill Building and Room: Supply Yard
3. Height:            Length:            Width:            Wt.: Over 50 lbs            Under 50 lbs
4. Serial No: 1FTFE2YHXSMB12879 Inventory Tag No: 017217 Model No: E250 VAN
5. Manufacturer: FORD Acquisition Date:
6. Original Cost: \$ 17,631 Estimated Current Value:
7. Current condition: Is it Working? Runs Can it be fixed?
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: HAL BUTTERFIELD X61576
10. Requested removal date (if urgent, explain): ASAP

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 11.16.2011

Name (print or type) LESTER LYONS

**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

## 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: District Veh #170 2001 Dodge Ram 2500 Cargo Van 3/4 ton

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

e-waste (electronic) xls attachment

non-electronic xls attachment

mileage: 84,770

2. Current Location (be precise): Campus: Foothill Building and Room: Surplus Yard

3. Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs \_\_\_\_\_

4. Serial No: 2B7JB21Z91K530782 Inventory Tag No: 1078179 Model No: 2500 RAM VAN

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

6. Original Cost: \$16,664- Estimated Current Value: \_\_\_\_\_

7. Current condition: Is it Working? Runs Can it be fixed? \_\_\_\_\_

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: HAL BUTTERFIELD x6156

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

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 11-16-2011

Name (print or type) LESTER LYONS

**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