

Board of Trustees Agenda Item

Board Meeting Date: May 7, 2012

Title of Item:

DONATION OF TWO SURPLUS FILE CABINETS

Background and Analysis:

The District has two file cabinets that have been replaced with new. The used cabinets are unsatisfactory for further use by the District. District Staff estimates the resale value is approximately \$20.00.

The Meals on Wheels Services (MOWS) has evaluated the cabinets and found them to be acceptable for use by their organization. MOWS would like to receive the cabinets as a donation (See attached letter). Therefore, it is recommended that the cabinets be donated to the Meals on Wheels Services, a tax-exempt public benefit corporation under Section 501(c)(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 two cabinets to the Meals on Wheels Services.

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



Meals on Wheels and Senior Outreach Services

Enhancing the Quality of Life for Older Adults

Programs

Meals on Wheels

C.C. Cafés

Friendly Visitors

Home Care

Registry

*Fall Prevention
Program*

*Geriatric Care
Management*

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**We are a
501(c) 3 Nonprofit
IRS # 68-0044205**

April 23, 2012

Eric Olague, Buyer
Purchasing Services
Foothill - De Anza Community College District
12345 El Monte Road
Los Altos Hills, Ca 94022

RE: Two file cabinets for Meals on Wheels

Dear Eric,


Meals On Wheels and Senior Outreach Services would like to request the donation of two file cabinets: one lateral files cabinets with (two doors) and a under desk file cabinet from Foothill-De Anza Community College District to be used for our clients' records.

Our organization's tax identification number is Tax ID # 68-0044205, and our tax exempt code is 501(c)(3).

Since its inception over 40 years ago, Meals On Wheels has grown to six programs, **Meals On Wheels, CC Cafés, Care Management, Home Care Registry, Friendly Visitor and Fall Prevention**. The services we are able to provide to our seniors are even more important in light of our present economy. The continued growth of our agency is only possible because of thoughtful contributions from people like you.

Once again thank you for your generosity and for helping us to help other in need.

Sincerely,


Ana Cardenas
Chief Operation Officer

Serving Contra Costa County since 1968

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