

## **Board of Trustees Agenda Item**

**Board Meeting Date:** September 10, 2012

**Title of Item:**

SALE OF MISCELLANEOUS DISTRICT SURPLUS EQUIPMENT

**Background and Analysis:**

The District owns miscellaneous surplus property that has been determined to be of no further use to the District (see attached Surplus Disposal Form, 1 page). The estimated aggregate market value of the surplus property is less than \$5,000.00.

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 and sell the items to the highest responsive bidders. Proceeds will be deposited to the District's general fund.

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

Make a finding that the surplus property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell it in accordance with Education Code 81452(a).

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

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 1 of 1

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

Accumulation Start Date: [Completed by ETS]

Location:

Campus: De Anza  
Building: ATC  
Room: ATC 106

Requestor:

Name: James D. Holstein  
Phone #: 5827  
Signature: James D. Holstein

Work Order #:

01208029 [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	0	Electric laptop cart - HP Mobilan One - Mobile Design Corp	Y	O	N	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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 abc). (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