

**Board of Trustees Agenda Item**

**Board Meeting Date:** November 5, 2012

**Title of Item:**

RECYCLE AND DISPOSE OF UNUSABLE SURPLUS FURNITURE

**Background and Analysis:**

The District owns surplus furniture that has been replaced with new (see attached lists, 29 pages). It has been determined that the equipment is in such poor condition that it is unusable. District staff estimates the resale value to be zero.

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 disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

**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 Interim Director of Purchasing Services to recycle the items or dispose of them in the local public dump.

Submitted by:	Gina Bailey
Additional contact	Eric Olague
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)

FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

**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.

**B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)**

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?  
check one: Yes ☐ No ☒

1. Quantity & Description: 2 desks + 1 file cabinet

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: Foothill Building and Room: 4100/4119

3. Height: 5'4" Length: 10' Width: 1'9" Wt.: Over 50 lbs ☒ Under 50 lbs ☐

4. Serial No: N/A Inventory Tag No: N/A Model No:

5. Manufacturer: unknown Acquisition Date: unknown

6. Original Cost: unknown Estimated Current Value:

7. Current condition: Is it Working? ☐ Can it be fixed? ☐

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: Ruyu Chen x 7259

10. Requested removal date (if urgent, explain): ASAP. This office needs be open as Conf. room  
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) as of 9/24

Authorized By Peter Murray (signature) Date 9/18/12

Name (print or type) Peter Murray

**C. 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. Nov. 21, 2011

F1210044

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: **1 chair, 1 desk**

**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: De Anza      Building and Room: **F51t**

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

4. Serial No:      See at: \_\_\_\_\_ Inventory Tag # See attached sheet      Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken      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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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)      5-Sep-12

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1210075

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: **2 chairs, 1 desk, 1 table, 1 file cabinet**

**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: De Anza

Building and Room: **F51L**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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)

5-Sep-12

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1210076



## 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: **AV cart in the hallway**

**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: De Anza Building and Room: **SC1/Faculty office pod**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

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

8. Provide contact info for interested departments or buyers, if any: \_\_\_\_\_

9. Name and phone number of person to contact about this surplus disposal **Paula Joseph Ext 8758**

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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) **5-Sep-12**

Name (print or type) **Paula Joseph**

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1210077

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)  
**FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT**

**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.

**B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)**

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?  
check one: Yes \_\_\_\_\_ No ☒

1. Quantity & Description: 2 Office Chair + one podium

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: De Anza Building and Room: A-11 A11A Room

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

4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_

5. Manufacturer: \_\_\_\_\_ Acquisition Date: 20+ yrs

6. Original Cost: \_\_\_\_\_ Estimated Current Value: 0

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

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: N. CANTER x8315

10. Requested removal date (if urgent, explain): As soon as possible

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 9/17/12

Name (print or type) DR. NANCY CANTER

D1210078

**C. 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 \_\_\_\_\_

## 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: **1desk/1chair/file cabinet**

**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: De Anza

Building and Room: **F51t**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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 Paula Joseph (signature)

29-Aug-12

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1209007

## 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: **1 desk/2 chairs/1 table/1 file cabinet**

**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: De Anza

Building and Room: **F51L**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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 Paula Joseph (signature)

~~24 JUL-12~~ 28 Aug 12

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1209008



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: **1 desk**

**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: De Anza Building and Room: **F21K**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **↑ See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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)

**24 Jul 12 Aug 28, 2012**

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

D1209009

## 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: **1 desk/1file cabinet/2 chairs/1large wooden drawer**  
**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: De Anza Building and Room: **F21b**
3. Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs \_\_\_\_\_ x
4. Serial No: See at \_\_\_\_\_ Inventory Tag ↑ See attached sheet Model No: \_\_\_\_\_
5. Manufacturer: \_\_\_\_\_ Acquisition Date: \_\_\_\_\_
6. Original Cost: \_\_\_\_\_ Estimated Current Value: \_\_\_\_\_
7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758
10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**
- 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)

D1209010

Authorized By prosup (signature)

24 Jul 12 Aug 28, 2012

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)

## 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: **1 desk/1chair**

**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: De Anza Building and Room: **F21e**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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 Paula Joseph (signature)

**24 JUL 12 28 Aug 12**

Name (print or type) Paula Joseph

**B. This section is for Material/Purchasing Services only. Copy sent to Di .....**

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. 2007 (effective 5/2007)

D1209012

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: **1 desk/2 chairs/1 bookshelf**

**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: De Anza Building and Room: **F31L**

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

4. Serial No: See at \_\_\_\_\_ Inventory Tag See attached sheet Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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 Paula Joseph (signature)

29 Aug 12  
24 Jul 12

Name (print or type) Paula Joseph

D1209014

**B. This section is for Material/Purchasing Services only.** Copy sent to Di .....

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. 2007 (effective 5/2007)



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500)

1 of 6

**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:

5 office chairs (PE41J) 3 chairs (PE41A)

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: DA

Building and Room:

PE41J

3. Height:

Length:

Width:

Wt.: Over 50 lbs

Under 50 lbs

X

4. Serial No:

none

Inventory Tag No:

Model No:

5. Manufacturer:

?

Acquisition Date:

?

6. Original Cost:

~70

Estimated Current Value:

\$10-20

7. Current condition: Is it Working?

Can it be fixed?

8. Provide contact info for interested departments or buyers, if any:

864-8402 Physical Education

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

Coleen Lee-Wheat

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

9/12 - new faculty moving in

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

Coleen Lee-Wheat

(signature)

Date

8/28/12

Name (print or type)

COLEEN LEE - WHEAT

Week of Sept 10 ?

**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. 2007 (effective 5/2007)

D1209090

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

2 OF 4

## 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: 1 CORP

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: DA Building and Room: PE 41 J3. Height: 2' Length: 3' Width: 2' Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs X4. Serial No: 0 Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_5. Manufacturer: 0 Acquisition Date: ?6. Original Cost: \$20 Estimated Current Value: \$10

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

8. Provide contact info for interested departments or buyers, if any: \$109. Name and phone number of person to contact about this surplus disposal request: COLEEN LEE-WHEAT10. Requested removal date (if urgent, explain): 9/12 - new faculty must move in

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 Coleen Lee Wheat (signature) Date 8/28/12Name (print or type) Coleen Lee -Wheat**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. 2007 (effective 5/2007)

D1209090

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500)

3 of 4

**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: 1 upright 4 drawer file cabinet

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: DA Building and Room: PE41J

3. Height: 4' Length: 2' Width: 3' Wt.: Over 50 lbs X Under 50 lbs ✓

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

5. Manufacturer: ? Acquisition Date: ?

6. Original Cost: ? Estimated Current Value: 50

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

8. Provide contact info for interested departments or buyers, if any: COLLEEN LEE-WHEAT

9. Name and phone number of person to contact about this surplus disposal request: X 8402

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 Colleen Lee-Wheat (signature) Date 8/28/12

Name (print or type) COLLEEN LEE-WHEAT

**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. 2007 (effective 5/2007)

D1209090



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500)

4 of 6

**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: 1 conference table

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: DA Building and Room: PE 41A PE Conference Room

3. Height: 3' Length: 7' Width: 13' Wt.: Over 50 lbs X Under 50 lbs       

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

5. Manufacturer: ? Acquisition Date: 1963

6. Original Cost: ? Estimated Current Value: \$200

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

8. Provide contact info for interested departments or buyers, if any: COLEEN LEE - WHEAT

9. Name and phone number of person to contact about this surplus disposal request: X 8402

10. Requested removal date (if urgent, explain): 9/12 need to move equip from another office

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, in so donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By Coleen Lee Wheat (signature) Date 8/28/12

Name (print or type) COLEEN LEE WHEAT

in so  
an instructor  
can move into  
the other space

**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., 2007 (effective 5/2007)

D1209090



## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

5 of 6

## 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: 1 rolling cart

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: DA Building and Room: PE Conference Room <sup>41A?</sup>3. Height: 3' Length: 3' Width: 3' Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs X4. Serial No: ? Inventory Tag No: ? Model No: ?5. Manufacturer: ? Acquisition Date: ?6. Original Cost: ? Estimated Current Value: 20

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

8. Provide contact info for interested departments or buyers, if any: COLLEEN LEE - WHITE9. Name and phone number of person to contact about this surplus disposal request: " 840210. Requested removal date (if urgent, explain): 9/12 need to make room for a new table

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 Colleen Lee White (signature) Date 8/28/12Name (print or type) COLLEEN LEE - WHITE**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. 2007 (effective 5/2007)

D1209090

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500)

6 of 6

**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: 1 vertical mail slot & cabinet

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: DA Building and Room: PE41 PE Conference Room

3. Height: 24" Length: 36" Width: 12" Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs X

4. Serial No: ? Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_

5. Manufacturer: ? Acquisition Date: ?

6. Original Cost: 30 Estimated Current Value: 10

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

8. Provide contact info for interested departments or buyers, if any: X 8402 Colleen Lee-Wheat

9. Name and phone number of person to contact about this surplus disposal request: \_\_\_\_\_

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 Colleen Lee-Wheat (signature) Date 8/28/12

Name (print or type) Colleen Lee-Wheat

**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. 2007 (effective 5/2007)

DI209090



Eric Olague

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)

FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

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.

B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. **This form is ONLY for items replaced by NON-Measure C funded equipment.** (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?  
check one: Yes ☐ No ☒

1. Quantity & Description: TV studio props & flats of various sizes & shapes  
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 ☐ 68 pieces = total
2. Current Location (be precise): Campus: De Anza Building and Room: A-8 - Outside exit from studio - Stevens Creek side at Bldg.
3. Height: 8' max Length: 4' max Width: 4' max Wt.: Over 50 lbs none Under 50 lbs 68
4. Serial No: N/A Inventory Tag No: N/A Model No: N/A
5. Manufacturer: Built in house Acquisition Date: 1989 - present
6. Original Cost: ? Fabric, wood, student Estimated Current Value: 0
7. Current condition: Is it Working? N/A Can it be fixed? N/A
8. Provide contact info for interested departments or buyers, if any: Marty Kahn 408-590-9556
9. Name and phone number of person to contact about this surplus disposal request: Marty Kahn 408-590-9556
10. Requested removal date (if urgent, explain): End of August, 2012
- 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: Aug 9, 2012
- Name (print or type): Marty Kahn

C. 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. Nov. 21, 2011

D1209091

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - NON C FUNDED)  
FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

**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.

**B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment.** (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?

check one: Yes ☐ No ☒

1. Quantity & Description:

Old furniture - tall chairs, file cabinets  
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: De Anza

Building and Room: A-8, Room A-81

3. Height:

Varies

Length:

Width:

Wt.: Over 50 lbs

None

Under 50 lbs

All

4. Serial No:

N/A

Inventory Tag No:

N/A

Model No:

N/A

5. Manufacturer:

Various

Acquisition Date:

? / 1989 - ?

6. Original Cost:

?

Estimated Current Value:

None -

7. Current condition: Is it Working?

N/A

Can it be fixed?

N/A

8. Provide contact info for interested departments or buyers, if any:

Marty Kahn 408.590.9556

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

Marty Kahn 408.590.9556

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

By end of August, 2012

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

Marty Kahn

(signature)

Date

Aug 9

Name (print or type)

Marty Kahn

**C. 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. Nov. 21, 2011

D1209091



**Non-Electronic Xls Attachment to  
Surplus Disposal Form SN23500**

Rev. Oct. 2006

**Instructions:** After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. **NOTE:** You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic equipment.

Date: 9-5-2012

Current Location: Campus De Anza Building ~~111~~ A-8

Name and phone number of contact person of this request: Marty Kahn X 5656

Authorized by (dept. signature): [Signature]

Work Order #: To be completed by Purchasing Services D1209091

Room # ~~111~~  
Just outside  
studio door -  
facing Stevens Creek

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
1	Make 54 ft wood pallets	3'x4'x2'	<	—	—	—	—	Yes	NO	
1	Wood End Table	2'x2'x1'	<	—	—	—	—	Yes	NO	
2	Mini wood pallets	5'x2'x2'	<	—	—	—	—	Yes	NO	
2	Wood chest o'drags	3'x3'x2'	<	—	—	—	—	Yes	NO	
2	Wood coffee tables	2'x5'x1'	>	—	—	—	—	Yes	NO	
1	Wood chest o'drags	2'x6'x2'	>	—	—	—	—	Yes	NO	
4	black Wood Flats	8'x5'x-	<	—	—	—	—	Yes	NO	
2	black Wood Panels	8'x2'x-	<	—	—	—	—	Yes	NO	
1	Double cup paint rack	8'x4'x2'	>	—	—	—	—	Yes	NO	
5	Metal Frame Panels	8x4'x-	>	—	—	—	—	Yes	NO	
2	Windows Pairs	6'x2'x-	<	—	—	—	—	Yes	NO	
1	Wood side table	3'x2'x2'	<	—	—	—	—	Yes	NO	
1	metal Frame Equip rack	5'x2'x3'	>	—	—	—	—	Yes	NO	
2	Wood Flats	8'x2'x-	<	—	—	—	—	Yes	NO	

## Rev. Oct. 2006

Date: 9-5-2012

Date: 12/12/2011  
Current Location: Campus De Anza Building A-8

Room # Just outside  
studio door -  
facing Stevens  
Creek

Name and phone number of contact person of this request: Mindy Kahn 85656

Authorized by (dept. signature): Wine

Authorized by (dept. signature): [Signature] 01209091

Work Order #: To be completed by Purchasing Services

1 of 1

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 TV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate 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. 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: 2 UPRIGHT METAL FILE HOLDERS  
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: DA Building and Room: PE 51A
3. Height: 9" Length: 11" Width: 12" Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs X
4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_
5. Manufacturer: \_\_\_\_\_ Acquisition Date: 1969
6. Original Cost: \_\_\_\_\_ Estimated Current Value: \$15-10
7. Current condition: Is it Working? \_\_\_\_\_ Can it be fixed? \_\_\_\_\_
8. Provide contact info for interested departments or buyers, if any: X8402 C. LEE-WHEAT
9. Name and phone number of person to contact about this surplus disposal request: X8402 C. LEE-WHEAT
10. Requested removal date (if urgent, explain): 8/8/12

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 Coleen Lee-Wheat (signature) Date 8/8/12  
Name (print or type) COLEEN LEE-WHEAT

**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

D/209092

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 TV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate 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. Multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-elect items on the same surplus disposal form.

1. Quantity & Description: 1 2 drawer metal file  
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: DA Building and Room: PE 51A
3. Height: 26" Length: 29.5" Width: 19.5 dep Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs X
4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_
5. Manufacturer: \_\_\_\_\_ Acquisition Date: 1969
6. Original Cost: \_\_\_\_\_ Estimated Current Value: \$20.00?
7. Current condition: Is it Working? \_\_\_\_\_ Can it be fixed? \_\_\_\_\_
8. Provide contact info for interested departments or buyers, if any: X 8402 Coleen Lee-Wheat
9. Name and phone number of person to contact about this surplus disposal request: X 8402 Coleen Lee-Wheat
10. Requested removal date (if urgent, explain): 8/8/12

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 Coleen Lee-Wheat (signature) Date 8/8/12  
Name (print or type) COLEEN LEE-WHEAT

**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

D1209092



## 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 TV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate 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. Multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-elect items on the same surplus disposal form.

1. Quantity &amp; Description:

1 WOOD DESK

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:

DeAnza

Building and Room:

PE51A

3. Height:

29.5"

Length:

50"

Width:

34"

Wt.: Over 50 lbs

X

Under 50 lbs \_\_\_\_\_

4. Serial No:

NA

Inventory Tag No:

54969

Model No:

5. Manufacturer:

Acquisition Date:

1969

6. Original Cost:

Estimated Current Value:

\$150

7. Current condition: Is it Working?

Can it be fixed?

8. Provide contact info for interested departments or buyers, if any:

x8402Coleen Lee-Wheat

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

x8402Coleen Lee-Wheat

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

8-8-12

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

Coleen Lee-Wheat

(signature)

Date

8/8/12

Name (print or type)

COLEEN LEE-WHEAT

**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. 2007 (effective 5/2007)

D/209092

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - C FUNDED)  
**FOR ITEMS REPLACED BY MEASURE C FUNDED NEW EQUIPMENT**

**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.

**B. All the property listed below and on any attachments must be only items that were replaced by Measure C funded equipment. This form is ONLY for items replaced by Measure C funded equipment. (For surplus items not replaced by Measure C funded equipment, see Form SN23500 - NON-C Funded.)**

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?  
check one: Yes ☒ No ☐

1. Quantity & Description: 3 tables, 3 desks, 2 storage units, 1 pantry unit  
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: De Anza Building and Room: Library LC107

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

4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: \_\_\_\_\_

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

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

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

8. Provide contact info for interested departments or buyers, if any: by August 17, 2012

9. Name and phone number of person to contact about this surplus disposal request: April Qian x5399

10. Requested removal date (if urgent, explain): by August 17, 2012

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 April Qian (signature) Date 6/26/12

Name (print or type) April Qian, Supervisor, Distance Learning Center

**C. 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. Nov. 21, 2011

D1208156

**Non-Electronic Xls Attachment to  
Surplus Disposal Form SN23500**

Rev. Oct. 2006

**Instructions:** After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. **NOTE:** You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic equipment.

Date: 06/25/2012

Current Location: Campus De Anza

Building Library

Room # 107

Name and phone number of contact person of this request: April Qian, x 5399 Supervisor, Distance Learning Center

Authorized by (dept. signature): *April Qian*

Work Order #: To be completed by Purchasing Services D1208156

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
1	Metal frame Wood Veneer Table	29x60x30	>50 lbs		1	NA	\$10	YES		
2	Wood Veneer Desks	26x38x26	<50 lbs		2 & 3	NA	\$5	YES		
1	Gray Metal 1 file 2 drawer unit	26x14x20	<50 lbs		4	NA	\$5	NO	YES	
1	Wood Veneer 1 file 2 drawer unit	28x15x18	<50 lbs		5	NA	\$0	NO	NO	
1	Wood Veneer Table	27x36x30	>50 lbs		6	NA	\$10	YES		
1	Wood Veneer Table	29x60x24	>50 lbs		7	NA	\$5	YES		
1	White Wood Veneer pantry unit	70x64x16	>50 lbs		8	NA	\$10	YES		
1	White Computer Desk	28x30x30	>50 lbs		9	NA	\$5	YES		

**Non-Electronic XIs Attachment to  
Surplus Disposal Form SN23500**

Rev. Oct. 2006

**Instructions:** After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) XIs attachment to list electronic equipment.

Date: 8/14/12

Current Location: Campus De Anza College

Building Library

Room # Reference

Name and phone number of contact person of this request: Annette Corpuz x8313

Authorized by (dept. signature): *[Signature]* Gregory Anderson

Work Order #: To be completed by Purchasing Services \_\_\_\_\_

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
1	Metal Storage Cabinet	4 feet x 3 feet	20 lbs	None	None	Unknown	Unknown	yes	yes	
22	Wooden Study Chairs	3 feet by 2 feet	8 lbs	None	None	2006?	Unknown	No	No	
1	Hi-back Office Chair	4 feet x 2 feet	20 lbs	None	None	Unknown	Unknown	Yes	Yes	
1	8 foot Christmas Tree	8 feet x 4 feet	50 lbs	None	None	2002?	\$50-100	Yes	Yes	
1	Metal Book Cart	4 feet x 3 feet	30 lbs	None	None	Unknown	Unknown	No	Maybe	
1	Artificial Ficus Tree	6 feet x 2 feet	10 lbs	None	None	Unknown	Unknown	Yes	Yes	
2	Plastic Computer Stands	18" x 18"	2 lbs	None	None	Unknown	Unknown	Yes	Yes	
4	Paper Trays	small	< 1 lb.	None	None	Unknown	Unknown	Yes	Yes	
2	Floppy Disk Holders	small	< 1 lb.	None	None	Unknown	Unknown	Yes	Yes	
24	Floppy Disk Cases	small	None	None	Unknown	Unknown	Yes	Yes	None	

D1208157



**Non-Electronic Xls Attachment to  
Surplus Disposal Form SN23500**

Rev. Oct. 2006

**Instructions:** After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. to District Purchasing Services. **NOTE:** You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic equipment

Date: July 26, 2012

**REVISION 2**

Current Location: Campus De Anza Building ATC Room # 209

Name and phone number of contact person of this request: Marilyn Booye 408-864-8407

Authorized by (dept. signature): Marilyn Booye *Marilyn Booye 8/16/12*

Work Order #: To be completed by Purchasing Services \_\_\_\_\_

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO
1	8 Foot Wooden Conference Table (conference Room)	2 1/2 'x 8' x 3'							
10	Wooden Chairs with Red Backs (conference Room)	N/A							
1	Industrial Coffee maker w/2 pots (conference Room)	1 1/2 'x 2' x 8'Deep							
1	2 Drawer Cabinet (209B)	2 1/2" x 3" x 1 1/2" deep							
3	4 Drawer Cabinets (Lobby)	4 1/2" H x 1 1/2" W x 3"							
1	Wooden Desk (209A)	N/A							
1	Wooden Credenza (209A)	2 1/2 H x 6"L x 2 1/2 Deep							
1	2 Drawer Cabinet (black)(Lobby)	2 1/2 H x 1 1/2 W x 1' Deep							
2	Maroon Fabric Chairs (Lobby)	N/A							
2	Red Fabric and Wood Chairs (Lobby)	N/A							
2	Long 2 Drawer Cabinets (209A)	2'5"x3'6"x1'7"							
1	<b>Wooden Book Shelf (Lobby) DELETE</b>	2 1/2 H" x 4" W x 1" deep	The Educational Diagnostic Center decided they would like to have the book shelf. They are in process of working with Plant Services to have it picked up. It is marked and sitting in the lobby. If you have any questions contact Norma Johnstone X8838.						

D1208158

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: **44 red office chairs/ 1 wooden chair**

**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: De Anza

Building and Room: **LCW Room 26**

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

4. Serial No: **See at** \_\_\_\_\_ Inventory Tag **See attached sheet** Model No: \_\_\_\_\_

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

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

7. Current condition: Is it Working? Some are broken 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): **Please contact me before coming to pick up**

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)

23-Jul-12

Name (print or type) **Paula Joseph**

**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. 2007 (effective 5/2007)

D1208159