

## **Board of Trustees Agenda Item**

**Board Meeting Date:** January 7, 2013

**Title of Item:**

Sale of Miscellaneous Surplus Electronic Equipment

**Background and Analysis:**

The District has 11 pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 25 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services will post a notice on Bid Net and call for competitive bids from authorized State of California material handlers, collectors, and recyclers. Proceeds will be deposited to the District's general fund.

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

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

Submitted by:	Gina Bailey, Interim Director, Purchasing Services
Additional contact	Eric Olague, Buyer, Purchasing Services
Is backup provided?	Yes

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

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

Accumulation Start Date: _____ [Completed by ETS]		(2) Code for Screen Size 1 = 4-15" 2 = 16-35" 3 = >36"	Regulated Items	Code	# of Units
Location: Campus: De Anza Mod Quad Room: MQ1	UWEDs		CRTs - TVs - Monitors	A	13
	UWEDs		LCD Desktop Monitors	B	18
	UWEDs		Laptop with LCDs	C	28
Requestor: Name: James D. Holstein Phone #: 5827 Signature: James D. Holstein	UWEDs	LCD TVs	D	0	
	UWEDs	Plasma TVs	E	0	
	UWEDs	Screen > 4 inches diag.	F	0	
Work Order #: <u>D1212092</u> [Completed by Purchasing Services]	UWEDs	Microwave Ovens	G	0	
	UWEDs	VCRs, DVDs & CD Players	H	6	
	UWEDs	CPUs - Computers	I	33	
Pickup Date by Plant Services: _____ [Completed by Plant Services]	UWEDs	Printers, Scanners & Faxes	J	6	
	UWEDs	Phones - Cell & Desk	K	0	
	UWEDs	Pagers, PDAs & Radios	L	0	
		UWEDs	Copiers	M	0
			Non-reported	N	48

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	cpwpw61	dell poweredge2850	N	cmp 4601	I	
2	s42200r3bx120	apc	N		N	
3	1951866	micron clientpro tower	N	78160	I	
4	811617	cd rom drive unit	N	71278	N	
5	6rcxa93836r	samsung dvd player	N		H	
6	81e4e	dell poweredge 1300 tower	N	78096	I	
7	qp6420huvuy	imac computer	N		I	
8	qp70706cvuw	imac computer	N		I	
9	qp6370w1vuy	imac computer	N		I	
10	mxk52517L3	hp media center pc m7000	N		I	
11	hk72546411	digital vt220 monitor	N		I	
12	fa970	dell poweredge 3200	N	64706	A	
13	mx06204t47605	dell monitor	N		I	
14	912218007	acma computer	N		B	
15	v43466420	sylvania tv	N	cmp2780	I	
16	v43466450	sylvania tv	N	tv551	A	
17	6rbx612805K	samsung dvd/vhs player	N		A	
18	6rbx612833e	samsung dvd/vhs player	N	dvd54	H	
19	anel61700617	infocus projector	N	dvd51	H	
20	za4090ewnnf	mac studio display	N		N	
				mon3625	A	

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	k10243	canon ip 4000 printer	N		J	
22	66bv046	ibm monitor screen	N		A	
23	cnou4931466334	dell monitor	N	mon3571	B	
24	aap0047015	yamaha disc drive	N	ca933	N	
25	cn036642716184	dell monitor	N		B	
26	cn03kgh8466332	dell monitor	N	mon3241	B	
27	15652	eiki compac disc player	N	cd11	H	
28	12190414	lacie disc rewriter	N		N	
29	1221970	lacie disc rewriter	N		N	
30	a221943	kodak projector	N		61345 N	
31	31201	kodak projector	N	sp203	N	
32	159668	kodak projector	N	sp310	N	
33	w9qzm04x02	part of printer	N		n	
34	acf0041166	part of printer	N		N	
35	aaa0018709	part of printer	N		N	
36	aay9034785	part of printer	N		N	
37	018bb6590h13	compaq monitor	N		B	
38	t8d011048	hitachi monitor	N	dacmon2116	A	
39	19735820001	micron client pro computer	N	cmp2829	I	
40	su1400net	apc smart ups 1400	N		N	
41	5942m21	dell server	N	cmp4288	N	
42	4sv9n21	dell server	N		N	
43	zt92m21	dell server	N		N	
44	2676230	hp server	N		N	
45	qp71003gvuy	mac computer	N	cmp6052	I	
46	cnof5035641804	dell monitor	N	mon3652	B	
47	37162096	sharp plain inkjet fax	N		J	
48	my62aj715c	hp officeE jet 7210	N	ca1416	J	
49	332cdk1	dell optiplex 360 towers	N	cmp7842	I	
50	dv1pdk1	dell optiplex 360 towers	N	cmp7887	I	
51	6lrzgx1	dell optiplex 360 towers	N	cmp6831	I	
52	3327dk1	dell optiplex 360 towers	N	cmp7845	I	
53	331cdk1	dell optiplex 360 towers	N	cmp7844	I	
54	3328dk1	dell optiplex 360 towers	N	cmp7843	I	
55	hp75yc1	dell optiplex 745 tower	N	cmp3124	I	
56	bq75yc1	dell optiplex 745 tower	N	cmp6139	I	
57	drvpb1	dell optiplex gx620 tower	N		I	
58	ws9845010972	apc smart ups 1400	N		N	
59	w59845009996	apc smart ups 1400	N		N	
60	cn03k648466332	dell monitor	N	mon3163	B	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	la63530514	panasonic color tv	N		A	
62	qp710035vuy	timac computer	N	cmp6053	I	
63	cy9248wacvs	old school blue mac monitor computer	N		I	
64	c4947185gzc	old school navy blue mac	N		I	
65		power mac g5	N	cmp5345	I	
66	cnofj1816418076	dell monitor	N	mon6115	B	
67	cnofj1816418076	dell monitor	N	mon6116	B	
68	cn0y9833716186	dell monitor	N	mon6017	B	
69	13568850001	micron millenia tower	N	daccmp2529	I	
70	lb13250440	panasonic color video monitor	N		A	
71	mbz1410435	panasonic color video monitor	N	tv498	A	
72	6856677	sharp tv	N		A	
73	hywmmu	dell poweredge 2550	N		I	
74	js948014627	apc smart ups 3000	N		N	
75	js0948014615	apc smart ups 3000	N		N	
76	88bmtb1	ibm e74 tb	N		N	
77	jso720008035	server	N		N	
78	as0828231043	apc smart ups 1500	N		N	
79	ay11106590	alphaserver e540	N		N	
80	cpse966797	epson stylus color printer 777	N	506391	N	
81	la63531075	panasonic color tv	N		J	
82	155e0839	jvc video cassette recorder	N		A	
83	5072034	sony trinitron color display	N	dacmon436	H	
84	412912875	sharp projector	N		A	
85	0 8006907a5d5	silicon graphics challenge 5 series	N	cmp1634	N	
86	wsc1900pfg0252	catalyst 1900 series	N		N	
87	foao16988	hitachi lcd projector	N	prj115	N	
88	cno3k648460332	dell monitor	N		B	
89	73497646	toa 900 series II amplifier	N		N	
90	73497736	toa 900 series II amplifier	N		N	
91	w59719787482	uninterruptable power supply	N		N	
92	8085a4ukcwf	IBM tower	N		I	
93	831554ukcp3fyz	ibm tower	N		I	
94	2650598ya	nec clear flat monitor	N		B	
95	8085b1vkcvpgxk	ibm Tower	N		I	
96	9087480006	micron millenia tower	N	daccmp2163	I	
97	hrxvc11bj	jvc stereo dvd player	N		H	
98	cn3c5tio5p	hp scanjet 3970	N		J	
99	607952823	sharp projector	N		N	
100	cnocc352641805	dell monitor	N		B	

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101	cnof5035641804	dell monitor	N	mon3702	B	
102	w8544dt7taq	imac computer	N		I	
103	qp518019sdx	imac computer	N		I	
104	w850919b59I	imac computer	N		I	
105	5169022	eiki still picture projector	N		N	
106	6223075	eiki still picture projector	N		N	
107	5g2ae5111k	hp color inkjet printer cp17000	N		J	
108	cnoy9833716186	dell monitor	N	mon4107	B	
109	6021042	mitsubishi electric projector	N		N	
110	t4900754	samsung digital presenter	N		N	
111	cn06r644478043	dell screen	N	mon3507	B	
112	7100069	eiki still picture projector	N	ohp263	N	
113	cnoj6642716185	dell screen	N	mon3869	B	
114	cnod542872872	dell screen	N	mon3679	B	
115	cn06p82348643	dell laptop	N		C	
116	cn06p82348155	dell laptop	N		C	
117	7e35kt82covs	compaq laptop	N		C	
118	7e35kt82codt	compaq laptop	N		C	
119	7e35kt8zc1pa	compaq laptop	N		C	
120	7e35kt82covj	compaq laptop	N		C	
121	7e35kt8zcohv	compaq laptop	N		C	
122	cn06p82348643	dell laptop	N	cmp4226	C	
123	7e35kt8zc2db	compaq laptop	N		C	
124	two791uh12800	dell laptop	N	cmp3323	C	
125		apple laptop	N	cmp6187	C	
126	cn06p82348643	dell laptop	N	cmp430	C	
127	two9c74812800	dell laptop	N	0 80353	C	
128	7e35kt8zc2ax	compaq laptop	N		C	
129	cn0jf242486437	dell laptop	N		C	
130	cnojf242486437	dell laptop	N		C	
131	tw09c74812800	dell laptop	N	0 80355	C	
132	cn06p82348643	dell laptop	N	cm4228	C	
133	cnoh204948643	dell laptop	N	cmp4594	C	
134	7e35kt8zc128	compaq laptop	N		C	
135	7e35kt8zc128	compaq laptop	N		C	
136	cnon871948643	dell laptop	N	cmp5077	C	
137	tw09c74812800	dell laptop	N	cmp3621	C	
138	7e35kt8zcqjj	compaq laptop	N		C	
139	w871301nwok	apple laptop	N	cmp6080	C	
140	w8713020wok	apple laptop	N	cmp6076	C	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
141	w8713015wok	apple laptop	N	cmp6073	C	
142	w871301wwok	apple laptop	N	cmp6069	C	
143	k7aa30926	panasonic tv	N		A	
144		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
145		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
146		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
147		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
148		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
149		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
150		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
151		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
152		E-Waste Box (Keyboard, Mouse, Small Electronics, Etc)	N		N	
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**Complete & attach to Surplus Disposal Form if sending surplus E-Waste.** Instructions are below:

Accumulation Start Date: [Completed by ETS]

Location: Campus: De Anza  
Building: Mod Quad  
Room: MQ1

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

Work Order #: D1212118 [Completed by Purchasing Services]

Pickup Date by Plant Services: [Completed by Plant Services]

(2) Code for  
Screen Size  
1 = 4-15"  
2 = 16-35"  
3 = >36"

UWEDs  
UWEDs  
UWEDs  
UWEDs  
UWEDs  
UWEDs  
UWEDs

Regulated Items	Code	# of Units
CRTs - TVs -Monitors	A	1
LCD Desktop Monitors	B	72
Laptop with LCDs	C	0
LCD TVs	D	0
Plasma TVs	E	0
Screen > 4 inches diag.	F	0
Microwave Ovens	G	0
VCRs, DVDs & CD Players	H	0
CPUs - Computers	I	133
Printers, Scanners & Faxes	J	1
Phones - Cell & Desk	K	0
Pagers, PDAs & Radios	L	0
Copiers	M	0
Non-reported	N	1

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	hc82981	dell optiplex gx620	N	fhc188539		
2	c0x9n41	dell optiplex gx270	N	av17917		
3	jwwn721	dell optiplex gx260	N	av17588		
4	422nz01	dell optiplex gx240	N	0 80191		
5	9fxhcb1	dell dimension 3100	N	fhc188978		
6	cob6cb1	dell dimension 3100	N	fhc189024		
7	7qkv5b1	dell dimension 3100	N			
8	cy2n201	dell optiplex gx240	N	0 80190		
9	fcolm11	dell optiplex gx240	N	foothill 17107		
10	64lvn11	dell optiplex gx240	N			
11	2corq31	dell optiplex gx270	N	av 17750		
12	623nz01	dell optiplex gx240	N			
13	323n201	dell optiplex gx240	N			
14	872n201	dell optiplex gx240	N	0 80192		
15	34tdy81	dell optiplex gx620	N	fhc188543		
16	203nzo1	dell optiplex gx240	N	0 80201		
17	ffvkm11	dell optiplex gx240	N	foothill16219		
18	54tdy81	dell optiplex gx 620	N	fhc188594		
19	kbkkv581	dell dimension 3100	N			
20	f0b6cb1	dell dimension 3100	N	189031		

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	6pkv5b1	dell dimension 3100	N			
22	5qkv5b1	dell dimension 3100	N			
23	bd82p81	dell optiplex gx 620	N	fhc188545		
24	bc82p81	dell optiplex gx 620	N	fhc188535		
25	44tdy81	dell optiplex gx 620	N	fhc188591		
26	h192p81	dell optiplex gx 620	N	fhc188536		
27	3pkv581	dell dimension 3100	N			
28	gqkv5b1	dell dimension 3100	N			
29	c26x5b1	dell dimension E310	N			
30	gfhhp91	dell optiplex gx 620	N	fhc188810		
31	dqkv5b1	dell dimension 3100	N			
32	c1b6cb1	dell dimension 3100	N	fhc189015		
33	hb82p81	dell optiplex gx 620	N	fhc188543		
34	flkv5b1	dell dimension 3100	N			
35	75kv5b1	dell dimension 3100	N			
36	hkkv5b1	dell dimension 3100	N			
37	6292p81	dell optiplex gx 620	N	fhc188546		
38	50b6cb1	dell dimension 3100	N	fhc188988		
39	d3b6cb1	dell dimension 3100	N	fhc189002		
40	jmkv5b1	dell dimension 3100	N			
41	7pkv5b1	dell dimension 3100	N			
42	60b6cb1	dell dimension 3100	N	fhc188972		
43	1rk5b1	dell dimension 3100	N			
44	crkv5b1	dell dimension 3100	N			
45	8lkv5b1	dell dimension 3100	N			
46	f93hx61	dell optiplex gx 280	N	fhc1952		
47	6rkv5b1	dell dimension 3100	N			
48	90b6cb1	dell dimension 3100	N	fhc188980		
49	3lkv5b1	dell dimension 3100	N			
50	79ku5b1	dell dimension 3100	N			
51	3rkv5b1	dell dimension 3100	N			
52	2c82p81	dell optiplex gx 620	N	fhc188548		
53	7dof91	dell optiplex gx 620	N	fhc188832		
54	6bd5y11	dell optiplex gx 620	N	av17251		
55	31b6cb1	dell dimension 3100	N	fhc188960		
56	gc82981	dell optiplex gx 620	N	fhc188537		
57	bfhxcb1	dell dimension 3100	N	fhc188968		
58	f589y61	dell optiplex gx 280	N			
59	bpku5b1	dell dimension 3100	N		1928	
60	enku5b1	dell dimension 3100	N			

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	7fl9b11	dell optiplex gx 240	N	fhc8507	I	
62	zd82p81	dell optiplex gx 620	N	fhc188534	I	
63	2qkv5b1	dell dimension 3100	N		I	
64	21b6cb1	dell dimension 3100	N	fhc189025	I	
65	5082p81	dell optiplex gx 620	N	fhc188547	I	
66	1kblh91	dell optiplex gx 620	N	fhc188725	I	
67	gdj16c1	dell optiplex gx 620	N	fhc189363	I	
68	d192p81	dell optiplex gx 620	N	fhc188533	I	
69	cc82p81	dell optiplex gx 620	N	fhc188542	I	
70	82byw21	dell optiplex gx 260	N		I	
71	jjblh91	dell optiplex gx 620	N	fhc188724	I	
72	dd82b81	dell optiplex gx 620	N	fhc188540	I	
73	sc82p81	dell optiplex gx 620	N	fhc188532	I	
74	75wd711	dell dimension 8200	N		I	
75	dpkv5b1	dell dimension 3100	N		I	
76	fqkv5b1	dell dimension 3100	N		I	
77	hzL8811	dell optiplex gx 240	N		I	
78	dwku5b1	dell dimension 3100	N	80515	I	
79	grkv5b1	dell dimension 3100	N		I	
80		Apple iMac	N		I	
81	w85100q4pnx	Apple iMac	N	188289	I	
82	qp6370w1vuy	Apple iMac	N	182249	I	
83	w85050xpany	Apple iMac	N	189301	I	
84	qp71603px1w	Apple iMac	N		I	
85	qp712ab8x1w	Apple iMac	N	fhc190090	I	
86	w8521jvdx	Apple iMac	N	189970	I	
87	qp6210acu2r	Apple iMac	N	fhc188302	I	
88	qp6500r6x1w	Apple iMac	N	fhc188984	I	
89	qp5170cepnx	Apple iMac	N	fhc189466	I	
90	qp5510patat	Apple iMac	N		I	
91	qp451041pnx	Apple iMac	N	fhc188610	I	
92	qt30516unhx	Apple iMac	N	fhc190814	I	
93	w86492hlvuv	Apple iMac	N	av17491	I	
94	qp5520a2ugm	Apple iMac	N	fhc189499	I	
95	qp55209rugm	Apple iMac	N	fhc188705	I	
96	qp70705fvvw	Apple iMac	N	188700	I	
97	qp70705jvuuv	Apple iMac	N	fhc189616	I	
98	qp50706bvuv	Apple iMac	N	fhc189579	I	
99	w85033jcnp7	Apple iMac	N	fhc189622	I	
100	w8439056pnx	Apple iMac	N	fhc182233	I	
			N	fhc18093	I	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
101	qp5110ddpnx	Apple iMac	N	9131	I	
102	w85515pnx	Apple iMac	N	fhc18177	I	
103	qp5510dttat	Apple iMac	N	fhc188606	I	
104	qp63707gvuy	Apple iMac	N	fhc189302	I	
105	qp55207nugm	Apple iMac	N	fhc188702	I	
106	qp5520a1ugm	Apple iMac	N	fhc188690	I	
107	qp71108nvuw	Apple iMac	N	fhc189769	I	
108	qp70706cvuw	Apple iMac	N	fhc189585	I	
109	qp711067vuw	Apple iMac	N	fhc189781	I	
110	qp70408qpuw	Apple iMac	N	fhc189505	I	
111	qp5520a3ugm	Apple iMac	N	fhc188694	I	
112	qp70706avuw	Apple iMac	N	fhc189560	I	
113	qp72300qvuy	Apple iMac	N	fhc190155	I	
114	qp6180kpuzr	Apple iMac	N	fhc188858	I	
115	qp5110cxpnx	Apple iMac	N	fhc1937	I	
116	qp71604x1w	Apple iMac	N	fhc190005	I	
117	qp716012x1w	Apple iMac	N	fhc190101	I	
118	qp5510nxtat	Apple iMac	N	fhc188677	I	
119	w86360quvuy	Apple iMac	N	fhc189247	I	
120	qp55tuh7tat	Apple iMac	N	fhc188620	I	
121	cnocc639728726	Dell Monitor	N	188979	B	
122	cn0u493146633	Dell Monitor	N	188447	B	
123	cn0y9833716187	Dell Monitor	N	189986	B	
124	cnof5035641805	Dell Monitor	N	mon3695	B	
125	cn06r644478042	Dell Monitor	N	fhc17592	B	
126	cnocc639728726	Dell Monitor	N	fhc188985	B	
127	cn03k64846633	Dell Monitor	N	16439	B	
128	cnocc639728722	Dell Monitor	N	fhc188981	B	
129	cn0t9998466336	Dell Monitor	N	fhc188967	B	
130	cn03k648466332	Dell Monitor	N	16429	B	
131	cn0cc639728726	Dell Monitor	N	fhc189036	B	
132	cn0j6642716185	Dell Monitor	N	fhc188714	B	
133	cnocc639728265	Dell Monitor	N		B	
134	cn0f5035641805	Dell Monitor	N	188404	B	
135	cn0j6642716185	Dell Monitor	N	fhc188600	B	
136	cn0y9833716186	Dell Monitor	N		B	
137	cnche0d406	Hp Pavillion f1503 Screen	N		B	
138	mxou033147605	Dell Monitor	N	fhc18026	B	
139	cn0d542872872	Dell Monitor	N	fhc1931	B	
140	79758	Apple Studio Monitor	N	mon2754	B	

Verified by: \_\_\_\_\_

Version: Jan. 2010



# E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 5 of 6

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
141	cnoj6642716185	Apple Studio Monitor	N	188554	B	
142	cnom161964180	Apple Studio Monitor	N		B	
143	uscb018457	HP Printer 2100TN	N	4666	J	
144		905D Overhead Projector	N	344	N	
145	cnc5052ksh	HP Color display Big Monitor	N		A	
146	cnoj6642716185	Dell Monitor	N	188559	B	
147	61043t271845	AVIDAV 19in TFT LCD Monitor	N		B	
148	mxou14760544g	Dell Monitor	N	17935	B	
149	cn02y315716184	Dell Monitor	N	fhc17916	B	
150	cnocc28u716186	Dell Monitor	N	189484	B	
151	cn024315716184	Dell Monitor	N	18132	B	
152	cn04299716185	Dell Monitor	N	188729	B	
153	cn0j6642716185	Dell Monitor	N	fhc188689	B	
154	cn0ku789716187	Dell Monitor	N	190357	B	
155	cn00493146633	Dell Monitor	N	fhc188376	B	
156	cnoj6642716185	Dell Monitor	N	188582	B	
157	cn0j6642716185	Dell Monitor	N	fhc188671	B	
158	cn0j1806716184	Dell Monitor	N	18036	B	
159	cn06r644478042	Dell Monitor	N	fhc188963	B	
160	cn0t9995846633	Dell Monitor	N		B	
161	cn0y9833716186	Dell Monitor	N	189813	B	
162	cn0fp816466337	Dell Monitor	N	fhc190122	B	
163	cn0u493146633	Dell Monitor	N	188377	B	
164	cn0f9816466357	Dell Monitor	N	190126	B	
165	cn0u493114663	Dell Monitor	N	188379	B	
166	mxou300147605	Dell Monitor	N		B	
167	cnoj1a06716842	Dell Monitor	N	fhc18037	B	
168	c90j6642716185	Dell Monitor	N	188684	B	
169	cn03k64848663	Dell Monitor	N	17158	B	
170	cn0i6642716185	Dell Monitor	N	188556	B	
171	cn0i9835716186	Dell Monitor	N	189818	B	
172	cn0u479571618	Dell Monitor	N	188568	B	
173	cnoj6642716185	Dell Monitor	N	188562	B	
174	op54287287256	Dell Monitor	N	188504	B	
175	cnoj6642716185	Dell Monitor	N	188588	B	
176	cno2y315716184	Dell Monitor	N	18128	B	
177	cno2315716184	Dell Monitor	N	18133	B	
178	cn0fp816466337	Dell Monitor	N	190113	B	
179	cn0y9833716187	Dell Monitor	N	189987	B	
180	cnocc356241806	Dell Monitor	N	189510	B	

Verified by: \_\_\_\_\_

Version: Jan. 2010

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 6 of 6

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
181	cn03564846633	Dell Monitor	N	4025	B	
182	cn0j6642716185	Dell Monitor	N	188667	B	
183	cn0j6642716185	Dell Monitor	N	188599	B	
184	cnofp816466337	Dell Monitor	N	188133	B	
185	cno2y315716184	Dell Monitor	N	190115	B	
186	cn02y315716184	Dell Monitor	N	18128	B	
187	cn0f7170476065	Dell Monitor	N	19017	B	
188	cnoc552h72872a	Dell Monitor	N	191254	B	
189	cnof5035541805	Dell Monitor	N	188378	B	
190	cnog42424h728	Dell Monitor	N	191252	B	
191	cn0j6642716185	Dell Monitor	N	188556	B	
192	cnocj167728726	Dell Monitor	N	189375	B	
193	cn0j6642716185	Dell Monitor	N	188549	B	
194	CNOF66427161	Dell Monitor	N	188553	B	
195	myou300147634	Dell Monitor	N	av18082	B	
196	c860491tr70	Apple Powermac G5	N		I	
197	4hwlj41	Mini Dell Pc	N	180311	I	
198	rn032bylJVA	Apple Imac	N	fhc191473	I	
199	ymo38226jav	Apple Imac	N	fhc191472	I	
200	6hwlj41	Mini Dell Pc	N	18033	I	
201	849c751	Mini Dell Pc	N	18137	I	
202	15pcz51	Mini Dell Pc	N	18139	I	
203	b5pcz51	Mini Dell Pc	N	18135	I	
204	d4pcz51	Mini Dell Pc	N	18136	I	
205	69xo971	Mini Dell Pc	N	188371	I	
206	b90p71	Mini Dell Pc	N	188370	I	
207	c9xop71	Mini Dell Pc	N	188396	I	
208	65pcz51	Mini Dell Pc	N	188138	I	
209						
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220						

Verified by: \_\_\_\_\_

Version: Jan. 2010



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 surplusng 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 surplusng 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: 1 Electronic Calculator

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.  
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this

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

2. Current Location (be precise): Campus: Plant Building and Room: D160

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

4. Serial No: 92023305 Inventory Tag No: 67587 Model No: C5-1780

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

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

7. Current condition: Is it Working? NO Can it be fixed? \_\_\_\_\_

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

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

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: Esperanza Contreras (signature) Date: 9/7/12

Name (print or type) Esperanza Contreras

**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 lo

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

C1211015

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: 1 Electronic Calculator

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.  
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this

e-waste (electronic) xls attachment ☐

non-electronic xls attachment ☐

2. Current Location (be precise): Campus: Plant Building and Room D160

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

4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: EL 119 7P111

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

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

7. Current condition: Is it Working? NO Can it be fixed? \_\_\_\_\_

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

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

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 Esperanza Contreras (signature) Date 9/7/12

Name (print or type) Esperanza Contreras

**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 lo

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

C1211015



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: \_\_\_\_\_ Voltmeter E-WASTE

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.  
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this \_\_\_\_\_  
e-waste (electronic) xls attachment \_\_\_\_\_  
non-electronic xls attachment \_\_\_\_\_

2. Current Location (be precise): Campus: Foothill College Building and Room 5400

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

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

5. Manufacturer: N/A Acquisition Date: N/A

6. Original Cost: N/A Estimated Current Value: N/A

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

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: \_\_\_\_\_

10. Requested removal date (if urgent, explain): 12/6/12

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: Achosh Hanu (signature) Date: 12/6/12

Name (print or type): Achosh Hanu

**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 lo

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

F1212038

**E-Waste XLS Attachment to Surplus Disposal Form SN23500**  
**Complete & attach to Surplus Disposal Form if sending electronic equipment (e-waste) to be surplus.**

Accumulation Start Date:	[Completed by ETS]
Location:	Campus: Foothill College Building: 5400 Room: 5420
Requestor:	Name: Asha Harris Phone #: x7144 Signature: <i>[Signature]</i> Date: 12/5/12
Work Order #:	F1212038 [Completed by Purchasing Services]
Pickup Date by Plant Services:	[Completed by Plant Services]

(2) Code for  
Screen Size  
1 = 4-15"  
2 = 16-35"  
3 = >36"

Regulated Items	Number of Units
CRTs - TVs - Monitors	A
LCD Desktop Monitors	B
Laptop with LCDs	C
LCD TVs	D
Plasma TVs	E
Screen > 4 inches diag.	F
UWEDs Microwave Ovens	G
UWEDs VCRs, DVDs & CD Players	H
UWEDs CPUs - Computers	I
UWEDs Printers, Scanners & Faxes	J
UWEDs Phones - Cell & Desk	K
UWEDs Pagers, PDAs & Radios	L
UWEDs Copiers	M
Non-reported	N 74

Serial Number	Product Name, Approx. Age, Est. Market Value	Asset Number	Does it work? Y/N	Estimated Weight
None	DMM, > 20 yrs	57539	N	0.5 LB
None	Discharge Tube Power Supply, > 20 yrs	9692	Maybe	10 LB
None	Power supply, > 20 yrs	2288	Maybe	10 LB
68593	Voltmeter, > 20 yrs	None	Maybe	2 LB
117928	Voltmeter, > 20 yrs	None	Maybe	1 LB
None	Measure power, > 20 yrs	5052	Maybe	6 LB
226677	Ammeter, > 20 yrs	20375	Maybe	1 LB
None	Ammeter, > 20 yrs	None	Maybe	1 LB
1175604	Galvanometer, > 20 yrs	None	Maybe	1 LB
None	Decade resistor, > 20 yrs	20587	Maybe	10 LB
None	Decade resistor, > 20 yrs	20588	Maybe	10 LB
None	Decade resistor, > 20 yrs	20589	Maybe	10 LB
1521693	Decade resistor, > 20 yrs	None	Maybe	10 LB
32005	Decade resistor, > 20 yrs	None	Maybe	10 LB
316024	Decade resistor, > 20 yrs	None	Maybe	10 LB
316204	Decade resistor, > 20 yrs	None	Maybe	10 LB
None	AMP MAX, > 20 yrs	5010	Maybe	0.5 LB



None	AMP MAX, > 20 yrs	5011	Maybe	0.5 LB
None	AMP MAX, > 20 yrs	5012	Maybe	0.5 LB
None	AMP MAX, > 20 yrs	5013	Maybe	0.5 LB
None	AMP MAX, > 20 yrs	5014	Maybe	0.5 LB
None	Capacitor, > 20 yrs	4951	Maybe	1 LB
None	Capacitor, > 20 yrs	4952	Maybe	1 LB
792104	Standard Cell, > 20 yrs	34062	Maybe	1 LB
716384	Standard Cell, > 20 yrs	None	Maybe	1 LB
792114	Standard Cell, > 20 yrs	None	Maybe	1 LB
792106	Standard Cell, > 20 yrs	None	Maybe	1 LB
792100	Standard Cell, > 20 yrs	None	Maybe	1 LB
792107	Standard Cell, > 20 yrs	None	Maybe	1 LB
17557	Weston Standard Cell, > 20 yrs	None	Maybe	1 LB
38-136	DC AMPS, > 20 yrs	None	Maybe	4 LB
38-136	DC AMPS, > 20 yrs	None	Maybe	1 LB
None	DC AMPS, > 20 yrs	None	Maybe	1 LB
None	DC AMPS, > 20 yrs	None	Maybe	1 LB
None	DC AMPS, > 20 yrs	None	Maybe	1 LB
519X16	DC VOLTS, > 20 yrs	None	Maybe	1 LB
9992	AMP SHUNT, > 20 yrs	None	Maybe	1 LB
9992	AMP SHUNT, > 20 yrs	None	Maybe	1 LB
1548279	Ammeter, > 20 yrs	None	Maybe	1 LB
1548281	Ammeter, > 20 yrs	None	Maybe	2 LB
1548295	Ammeter, > 20 yrs	None	Maybe	2 LB
1529280	Resistance, > 20 yrs	None	Maybe	2 LB
1512105	Resistance, > 20 yrs	None	Maybe	2 LB
None	Galvanometer, > 20 yrs	4997	Maybe	4 LB
26334559	Watt hour meter, > 20 yrs	None	Maybe	15 LB
38002695	SHUNT, > 20 yrs	None	Maybe	0.5 LB
38002695	SHUNT, > 20 yrs	None	Maybe	0.5 LB
None	Potentionmeter, > 20 yrs	5242	Maybe	20 LB
None	Potentionmeter, > 20 yrs	5245	Maybe	20 LB
None	Wheatstone bridge, > 20 yrs	5248	Maybe	20 LB
None	Wheatstone bridge, > 20 yrs	5246	Maybe	20 LB
None	Wheatstone bridge, > 20 yrs	5247	Maybe	20 LB
None	Wheatstone bridge, > 20 yrs	20717	Maybe	20 LB

None	Wheatstore bridge, > 20 yrs	20720	Maybe	20 LB
None	Wheatstore bridge, > 20 yrs	20718	Maybe	20 LB
None	Wheatstore bridge, > 20 yrs	20719	Maybe	20 LB
None	Electric generator, > 20 yrs	5109	Maybe	15 LB
None	Electric generator, > 20 yrs	5113	Maybe	15 LB
None	Electric generator, > 20 yrs	5111	Maybe	15 LB
None	Electric generator, > 20 yrs	5110	Maybe	15 LB
None	Electric generator, > 20 yrs	5112	Maybe	15 LB
76821065	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
5956664	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
6020764	Transistorized Power Supply, > 20 yrs	None	Maybe	1 LB
None	Signal generator, > 20 yrs	None	N	40 LB

**Instructions:** (1) List all CRT's, computers, LCD or plasma TV's, AV equipment, CPU's, and other electronic equipment that contains circuit boards such as cell phones, PDAs, pagers, copiers, microwave ovens, printers, scanners, fax machines, telephones, radios, VCRs, DVDs, CD players, and other electronic equipment. (2) Complete the summary of quantities by type in the upper right hand corner of the form. (3) After completing the form, print and sign it. (4) Attach the signed original to a completed and signed original Surplus Disposal Form. (5) Retain photocopies for your dept. (6) Send the signed originals to District Purchasing Services. (7) Use a separate spreadsheet to list non-electronic equipment such as furniture, non-electronic musical instruments, or vehicles.



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: SEE ATTACHED E-WASTE FORMS

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.  
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this  
e-waste (electronic) xls attachment ☐  
non-electronic xls attachment ☐

2. Current Location (be precise): Campus: Foothill College Building and Room 5400

3. Height: NA Length: NA Width: NA Wt.: Over 50 lbs X Under 50 lbs X

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

5. Manufacturer: NA Acquisition Date: NA

6. Original Cost: NA Estimated Current Value: NA

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: Asha Harris x 714

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

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

Authorized By [Signature] (signature) Date 11/20/12

Name (print or type) Asha Harris

**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 loc)

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

**E-Waste XLS Attachment to Surplus Disposal Form SN23500**  
**Complete & attach to surplus Disposal Form if sending electronic equipment (e-waste) to be surplus.**

Date: 11/13/2012

Location: Campus: Foothill  
 Building: 5400  
 Room: 5420 (Hallway 5418)

Requestor: Name: Zuohua Liang Asha HARRIS  
 Phone #: 650-949-7315 7144  
 Signature: [Signature]

Work Order #: F1212026

Accumulation Start Date: \_\_\_\_\_

(2) Code for  
 Screen Size  
 1 = 4-15 "  
 2 = 16-35 "  
 3 = >36 "

Regulated Items	Code
CRTs - TVs -Monitors	A
LCD Desktop Monitors	B
Laptop with LCDs	C
LCD TVs	D
Plasma TVs	E
Screen > 4 inches diag.	F
Microwave Ovens	G
VCRs, DVDs & CD Players	H
CPUs - Computers	I
Printers, Scanners & Faxes	J
Phones - Cell & Desk	K
Pagers, PDAs & Radios	L
Copiers	M
Non-reported	N 51
<b>Total</b>	<b>51</b>

Serial Number	Product Name, Approx. Age, Est. Market Value	Asset Number	Does it work? Y/N	Estimated Weight
7922	Capaci-tester, >20 yrs	None	N	.5 LB
None	Transistor tester, >20 yrs	23630	N	2 LB
688	Pulse generator, >20 yrs	None	Maybe	2 LB
4020	Amplifier, >20 yrs	None	N	3 LB
None	Noise generator, >20 yrs	None	N	3 LB
None	Transformer, >20 yrs	None	N	3 LB
None	CRT, >20 yrs	None	N	0.5 LB
None	CRT, >20 yrs	None	N	0.5 LB
None	CRT, >20 yrs	None	N	0.5 LB
None	CRT, >20 yrs	None	N	0.5 LB
None	High voltage power supply, >20 yrs	None	Maybe	5 LB
None	High voltage power supply, >20 yrs	None	Maybe	5 LB
None	High voltage power supply, >20 yrs	None	Maybe	5 LB





None	Power supply, >20 yrs	None	Maybe	5 LB
None	Power supply, >20 yrs	None	Maybe	5 LB
None	Power supply, >20 yrs	None	Maybe	5 LB
None	Power supply, >20 yrs	None	Maybe	5 LB

**Instructions:** (1) List all CRT's, computers, LCD or plasma TV's, AV equipment, CPU's, and other electronic equipment that contains circuit boards such as cell phones, PDAs, pagers, copiers, microwave ovens, printers, scanners, fax machines, telephones, radios, VCRs, DVDs, CD players, and other electronic equipment. (2) Complete the summary of quantities by type in the upper right hand corner of the form. (3) After completing the form, print and sign it. (4) Attach the signed original to a completed and signed original Surplus Disposal Form. (5) Retain photocopies for your dept. (6) Send the signed originals to District Purchasing Services. (7) Use a separate spreadsheet to list non-electronic equipment such as furniture, non-electronic musical instruments, or vehicles.



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: SEE ATTACHED E-WASTE FORMS

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.  
For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this e-waste (electronic) xls attachment ☐  
non-electronic xls attachment ☐

2. Current Location (be precise): Campus: Foothill College Building and Room 5400

3. Height: NA Length: NA Width: NA Wt.: Over 50 lbs ☒ Under 50 lbs ☒

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

5. Manufacturer: NA Acquisition Date: NA

6. Original Cost: NA Estimated Current Value: NA

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: Asha Harris x 714

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

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

Authorized By [Signature] (signature) Date 11/20/12

Name (print or type) Asha Harris

**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 loc

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





None	Science Workshop 750 Interface, 10 yrs	None	N	1 LB
None	Monitor, >20 yrs	None	N	15 LB
None	Heater, >20 yrs	None	Y	5 LB
2283132	Amplifier	None	N	2 LB
None	Resistor network, >20 yrs	None	N	20 LB
111009	Multimeter, >20 yrs	58195	N	2 LB
8030074525	Multimeter, 5 yrs	None	N	1 LB
8030074589	Multimeter, 5 yrs	None	N	1 LB
None	CRT, >20 yrs	None	N	.5 LB
None	CRT, >20 yrs	None	N	.5 LB
None	CRT, >20 yrs	None	N	.5 LB
102	X-Y recorder, >20 yrs	23994	N	10 LB
4797	Sodium lamp, >20 yrs	None	N	10 LB
10359	Sodium lamp, >20 yrs	None	N	10 LB
20355	Sodium lamp, >20 yrs	None	N	10 LB
790108	Fourier Synthesizer, >20 yrs	21407	Maybe	7 LB
470151	Waveform analyzer, >20 yrs	21117	Maybe	7 LB
2140257	Function generator, >20 yrs	54368	Maybe	7 LB
None	Amplifier power supply, >20 yrs	None	N	1 LB
10341	Electronic switch, >20 yrs	None	N	1 LB
3443	Transformer, >20 yrs	None	N	4 LB
None	Lamp, >20 yrs	20147	N	7 LB
None	Lamp, >20 yrs	20148	N	7 LB
None	Lamp, >20 yrs	20150	N	7 LB
4585	Radioactivity demonstrator, >20 yrs	None	N	10 LB
4532	Radioactivity demonstrator, >20 yrs	None	N	10 LB
4574	Radioactivity demonstrator, >20 yrs	None	N	10 LB
4587	Radioactivity demonstrator, >20 yrs	None	N	10 LB
291	Phase shifter, >20 yrs	23951	N	1 LB
None	Attenuator, >20 yrs	None	N	1 LB
None	Power supply, >20 yrs	None	N	5 LB
None	Power amplifier, >20 yrs	None	Maybe	15 LB
2519A00913	Synthesizer, >20 yrs	None	Maybe	20 LB

**Instructions:** (1) List all CRT's, computers, LCD or plasma TV's, AV equipment, CPU's, and other electronic equipment that contains circuit boards such as cell phones, PDAs, pagers, copiers, microwave ovens, printers, scanners, fax machines, telephones, radios, VCRs, DVDs, CD players, and other electronic equipment. (2) Complete the summary of quantities by type in the upper right hand corner of the form. (3) After completing the form, print and sign it. (4) Attach the signed original to a completed and signed original Surplus Disposal Form. (5) Retain photocopies for your dept. (6) Send the signed originals to District Purchasing Services. (7) Use a separate spreadsheet to list non-electronic equipment such as furniture, non-electronic musical instruments, or vehicles.