

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

SURPLUS DISPOSAL FORM

A. This section is for the Requester:

1. Are you surplus electronic waste such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives? If so, please 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.

2. Quantity & Description: _____

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 either an "E-Waste xls attachment" or "Non-Electronic xls attachment" per the instructions below.

Check here if xls attachment is included with this form: E-Waste (electronic) xls attachment
Non-Electronic xls attachment

3. Current Location (be precise): Campus: _____ Building and Room: _____

4. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs: Yes No

5. Serial No: _____ Inventory Tag/Asset No: _____ Model No: _____

6. Manufacturer: _____ Acquisition Date: _____

7. Original Cost Over \$5,000 : Yes No

8. Current condition: Is it Working? _____ Can it be fixed? _____

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 _____ (signature) Date _____

Name (print or type) _____

B. This section is for Purchasing Services only. Date 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. Disposition (check one): Sold (ECS81450/81452) Donated to public entity (ECS 81450.5)
Donated to BOT approved charity (ECS 81452) Returned to District use: (new location)
Recycled by Plant Services:

6. Date Work Order Completed: _____

C. Requester: For Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a copy for your files. Send the signed original, including the appropriate "E-Waste xls attachment" or "Non-Electronic 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.

Purchasing Services signature

Date