



PROPOSED AGENDA ITEM

MEETING DATE: August 23, 2018

SUBJECT: Surplus of outdated Computer Programming and Early Childhood Education Textbooks

SUBMITTED BY: Terri L. Birchard

DESCRIPTION: The Computer Programming instructor, Mr. Roach Hewitt, and the Early Childhood Education Instructor, Mrs. Donna Erdman, have requested permission to surplus and then dispose of the outdated following textbooks –

Visual Basics – Cengage Learning – 29 textbooks – ISBN 13-978-1-4239-2716-7 (2008)

Visual Basic.Net – Cengage Learning – 32 textbooks – ISBN 0-7895-6549-8 (2003)

Visual C#.Net – Cengage Learning – 27 textbooks – ISBN 0-619-15997-9 (2004)

Working with Young Children – 41 textbooks - Goodheart Wilcox – ISBN 978-1-60525-436-4 (2012)

RECOMMENDATION: Motion to approve the surplus and disposal of the outdated Computer Programming and Early Childhood Education textbooks as listed

SURPLUS BOOKS
Comp PROG

ECTS Equipment Inventory Control Form

Required Information	
Date Acquired:	9-1-09
Acquisition Cost:	90 ⁻ per BOOK (29 BOOKS)
Equipment PO #:	
Department:	Computer PROGRAMMING
Was Equipment Donated? (Circle correct response). Yes	☒ No
If the equipment was donated, was this approved? Yes	No Date: _____
Who donated the Equipment?	_____
Equipment Description:	VISUAL BASIC 2008 TEXT BOOK
Serial #:	ISBN 13-978-1-4239-2716-7
Model #:	
Vendor/Supplier:	Cengage Learning
Location of Equipment:	Room 37
<i>(Name of person filling out form)</i>	<i>(Date)</i>
	5/30/2018

ECTS #: _____

Asset Class _____

Life _____

Building Code: _____

Floor/Room Code: _____

If moved, new location of equipment: _____

Is equipment to be Surplus? Yes No

ISO Form Number: 2500.07.02	Creation Date: February 1, 2006
This is a controlled document. Hard copies of this document must conform to the forms index.	

ECTS Equipment Inventory Control Form

Required Information	
Date Acquired:	9/1/2003
Acquisition Cost:	90 - per Book - 32 Books
Equipment PO #:	
Department:	Computer PROGRAMMING
Was Equipment Donated? (Circle correct response).	Yes ☐ No ☒
If the equipment was donated, was this approved?	Yes ☐ No ☐ Date: _____
Who donated the Equipment?	_____
Equipment Description:	VISUAL BASIC.NET
Serial #:	ISBN 0-7895-6549-8
Model #:	_____
Vendor/Supplier:	Cengage Learning
Location of Equipment:	Room 37
Korah Hunt	
(Name of person filling out form)	5/30/18
	(Date)

ECTS #: _____

Asset Class _____

Life _____

Building Code: _____

Floor/Room Code: _____

If moved, new location of equipment: _____

Is equipment to be Surplus? Yes ☐ No ☐

ECTS Equipment Inventory Control Form

Required InformationDate Acquired: 9/1/2004Acquisition Cost: 90 per Book / 27 Books

Equipment PO #:

Department: Computer ProgrammingWas Equipment Donated? (Circle correct response). Yes ☐ No ☒If the equipment was donated, was this approved? Yes ☐ No ☐ Date: _____

Who donated the Equipment? _____

Equipment Description: VISUAL CH. NETSerial #: ISBN-0-619-15997-9

Model #: _____

Vendor/Supplier: Compug LearningLocation of Equipment: Room 37Norali Dean
(Name of person filling out form)5/30/18
(Date)

ECTS #: _____

Asset Class _____

Life _____

Building Code: _____

Floor/Room Code: _____

If moved, new location of equipment: _____

Is equipment to be Surplus? Yes ☐ No ☐

ISO Form Number: 2500.07.02

Creation Date: February 1, 2006

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ECTS Equipment Inventory Control Form

Required Information

Date Acquired: 2013 (?)

Acquisition Cost: ~ 60⁰⁰ per book 41 books

Equipment PO #: _____

Department: Early Childhood Education

Was Equipment Donated? (Circle correct response). Yes ☐ No ☒

If the equipment was donated, was this approved? Yes ☐ No ☐ Date: _____

Who donated the Equipment? _____

Equipment Description: Textbook Working with young Children

Serial #: ISBN 978-1-60525-436-4

Model #: 2012 copyright

Vendor/Supplier: Goodheart-Wilcox Publisher

Location of Equipment: Room 22 ECE Theory Room

Donna Erdman 8/23/18
(Name of person filling out form) (Date)

ECTS #: N/A

Asset Class _____

Life _____

Building Code: _____

Floor/Room Code: _____

If moved, new location of equipment: _____

Is equipment to be Surplus? ☒ Yes ☐ No