Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: _____
Contact Person: _____
Extension: _____
Date of Request: _____

Send Request To:
Original to: Mark Robbins
Purchasing Office
Copy to: Warehouse
Location of equipment: _____

Please add the following items to surplus inventory:

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number	Surplus Code*

***Surplus Codes:**
1 Damaged **2 Obsolete** **3 Manufacture Warranty**
4 Equipment Replaced **5 Equipment Donated** **6 Equipment Stolen**
7 No longer needed-working condition
8 Other: Please specify _____

Comments: _____

Instructions: Itemize each item to be surplused. Please provide as much information as possible. Use the Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the budget manager is required. Submit the original form to Mark Robbins, Purchasing/Contracts office and a photocopy to the Warehouse. Warehouse will arrange pickup of the equipment. Any questions about the surplusing of equipment should be directed to Mark Robbins at extension 6263 or email mrobbins@ohlone.edu. Any questions about the pickup and storage should be directed to Warehouse at extension 6014 or email warehouse@ohlone.edu

This form is available as an Excel Spreadsheet. Email mrobbins@ohlone.edu to request a copy to be emailed.

_____
Signature of Budget manager