Ohlone Community College
Request to Surplus District Owned Equipment

From:

Dept: Purchasing/Warehouse

Contact Person: Mark Robbins

Extension: 6263

Date of Request: 8\1\07

Send Request To:

Original to: Marian Castaneda
Purchasing Office

Copy to: Zane Gray, Warehouse

Location of equipment:
Warehouse Bldg 10

Please add the following Items to surplus inventory:

OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
n/a		Misc. Partitions				1
n/a		Misc. Furniture pieces and parts				1

***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 Marian Castaneda, Purchasing/Contracts office and a photocopy to Zane Gray, Warehouse. Zane will arrange pickup of the equipment. Any questions about the surplusing of equipment should be directed to Marian Castaneda at extension 6263 or email mcastaneda@ohlone.edu. Any questions about the pickup and storage should be directed to Zane at extension 6014 or email zgray@ohlone.edu.

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

Signature of Budget Manager