## Ohlone Community College
## Request to Surplus District Owned Equipment

**From:**

Dept: Bookstore

Contact Person: Mona Farley

Extension: 6062 or 7462

Date of Request: 1/21/2009

**Send Request To:**

Original to: Marian Castaneda
Purchasing Office

Copy to: Zane Gray, Warehouse

**Location of equipment:**
Stock Room

**Please add the following Items to surplus inventory:**

| OCCD Asset Number | Qty | Item Description | Manufacturer | Model number | Serial Number | Surplus Code* |
|---|---|---|---|---|---|---|
| 2944 | 1 | Glory Counting Machine | Glory | GTA-100 | 27372 | 2 |
| | | GTA-100 | | | | |
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*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*

**Ohlone Community College**
**Request to Surplus District Owned Equipment**

**From:**
Department: Warehouse
Contact Person: Alex P.
Extension: 6014
Date of Request: 1/15/2009

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

**Please add the following items to surplus inventory:**

| Asset Number | Qty | Item Description | Manufacturer | Model Number | Serial Number | Surplus Code* |
|---|---|---|---|---|---|---|
| n/a | lot | misc. donated items | | | | 2 |
| n/a | ea | Autoclave - donated | Consolidated | | | 4 |
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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.*

Mark Robbins
*Signature of Budget manager*