Ohlone Community College
Request to Surplus District Owned Equipment

From:
Dept: Bookstore
Contact Person: Mona Farley
Extension: 8682 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:

<table>
<thead>
<tr>
<th>OCCD Asset Number</th>
<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model number</th>
<th>Serial Number</th>
<th>Surplus Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2944</td>
<td>1</td>
<td>Glory Counting Machine</td>
<td>Glory</td>
<td>GTA-100</td>
<td>27372</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GTA-103</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Send Request To: Purchasing Office
Copy to: Warehouse
Location of equipment: Warehouse

Please add the following items to surplus inventory:

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Surplus Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>lot</td>
<td>misc. donated items</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>n/a</td>
<td>ea</td>
<td>Autoclave - donated</td>
<td>Consolidated</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

*Surplus Codes: 1 Damaged 2 Obsolete 3 Manufacturer 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.

Mark Robbins
Signature of Budget Manager