Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: Facilities
Contact Person: Lucky Lotion
Extension: 
Date of Request: 2/1/09

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

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></td>
<td>3</td>
<td>Electrical Transformer</td>
<td>Eaton</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

*Surplus Codes: 1. Damaged 2. Obsolete 3. Manufacturer Warranty
7. No longer needed-working condition 8. Other: Please specify

Comments: _____________________________________________________________

Instructions: Item be each item to be surplus ed. 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 5263 or email mrobins@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 a Excel Spreadsheet. Email mrobins@ohlone.edu to request a copy to be emailed.

Signature of Budget manager