

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

**From:**

Department: LIBRARY-BUILDING ONE  
 Contact Person: KG GREENSTEIN/BUEHLER  
 Extension: 7580 KG/3126 BUEHLER  
 Date of Request: 3/23/2009

**Send Request To:**

Original to: Mark Robl  
 Purchasing  
 Copy to: Warehous  
 Location of equipment:  
**SEE INSERTS BELOW  
 FOR LOCATION  
 INSIDE  
 LIBRARY**

Please add the following items to surplus inventory:

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number
<b>ITEMS BELOW ARE TO BE FOUND OUTSIDE ROOM 1314 IN LIBRARY</b>					
N/A	2	Large Counters	N/A	N/A	N/A
N/A	5	Misc Chairs	N/A	N/A	N/A
N/A	1	Literature Display Rack	N/A	N/A	N/A
N/A	1 Group	MISC File Cabinets	N/A	N/A	N/A
<b>ITEMS BELOW ARE TO BE FOUND OUTSIDE ROOM 1305 IN LIBRARY</b>					
N/A	1	MICROFILM READER	IKON	FMRP30AU	N/A
N/A	1	CAMPUS DIORAMA	N/A	N/A	N/A
N/A	1	NEWARK Archi. Model	N/A	N/A	N/A
<b>ITEMS BELOW ARE TO BE FOUND OUTSIDE ROOM 1302 OFFICE LIBRARY</b>					
N/A	1	COPY MACHINE COIN BOX	JAMEX	N/A	N/A
<b>ITEMS BELOW ARE TO BE FOUND OUTSIDE ROOM 1305 over toward PERIODICALS AREA</b>					
002269	1	CCTV, TV & READER	VTEK	VOYAGER-XL	

- \*Surplus Codes:
- |                                 |                     |             |
|---------------------------------|---------------------|-------------|
| 1 Damaged                       | 2 Obsolete          | 3 Manufactu |
| 4 Equipment Replaced            | 5 Equipment Donated | 6 Equipment |
| 7 No longer needed-working conc |                     |             |
| 8 Other: Please specify         | _____               |             |

Comments: \_\_\_\_\_

**Instructions:** Itemize each item to be surplus. Please provide as much information as possible. Use the Surplus Codes pr

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


\_\_\_\_\_  
 Signature of Budget man

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Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number
<b>ITEMS TO BE FOUND INSIDE ROOM 1305 LIBRARY-BACK BEHIND CURTAIN</b>					
N/A	1	Round Gray Table	THE HON COMPANY	N/A	
N/A	2	Double Sided STUDENT STUDY BAYS(Carrels)	N/A		
N/A	1	Dark wood study desk	N/A	N/A	
<b>ITEMS TO BE FOUND UPSTAIRS LOCATION 14SM</b>					
N/A	1	Large gray storage cabinet	N/A	N/A	
N/A	1 Group	Misc Items		N/A	
		Bulletin Board, 1 miniwhiteboard	N/A	N/A	
		1 chair, 1 blind, 1 picture frame		N/A	
<b>ITEMS TO BE FOUND OUTSIDE 1401</b>					
002467	1	STUDY BAYS(Carrels)	N/A	N/A	
002472	1	STUDY BAYS(Carrels)	N/A	N/A	
N/A	1	Small table (upside down)	N/A	N/A	
<b>ITEMS TO BE FOUND IN AREA 1413 IN FRONT OF WINDOWS</b>					
002462	1	STUDY BAYS(Carrels)	N/A	N/A	
00245	1	STUDY BAYS(Carrels)	N/A	N/A	

- \*Surplus Codes:
- |                                      |                     |             |
|--------------------------------------|---------------------|-------------|
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| 7 No longer needed-working condition |                     |             |
| 8 Other: Please specify              |                     |             |

Comments: \_\_\_\_\_

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\_\_\_\_\_  
 Signature of Budget man







Filename: 45EB9DB8.doc  
Directory: C:\Documents and Settings\CLambert\Local Settings\Temporary Internet  
Files\Content.MSO  
Template: C:\Documents and Settings\CLambert\Application  
Data\Microsoft\Templates\Normal.dotm  
Title: 20090408 Board Packet Document #21b - Board of Trustees - Ohlone College  
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Author: Victoria Lamica  
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Comments:  
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