<table>
<thead>
<tr>
<th>OCCD Asset Number</th>
<th>FNCCD 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>No. 1</td>
<td>C27 monitor ViewSonic</td>
<td>1</td>
<td>C27 monitor ViewSonic</td>
<td>F75</td>
<td>HW01701049</td>
<td></td>
<td></td>
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</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

updated January 2006