Ohlone Community College  
Request to Surplus District Owned Equipment  

From:  
Department: Music Department  
Contact Person: Jackie Whitehouse  
Extension: 6158  
Date of Request: October 14, 2009  

Send Request To:  
Original to: Mark Robbins  
Purchasing Office  
Copy to: Warehouse  
Location of equipment: Rooms 2113, 2114, 2115, 2119  

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>
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<tbody>
<tr>
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<td>Hamilton Studio Upright Piano</td>
<td>Baldwin</td>
<td>249-020218N</td>
<td>292450</td>
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</tbody>
</table>

*Surplus Codes:  
1. Damaged  
2. Obsolete  
4. Equipment Replaced  
5. Equipment Donated  
7. No longer needed-working condition  
8. Other: Please specify  

Comments: Since we bought replacement pianos over the years, we have more pianos than the number of practice rooms. Also, the expense of tuning all the pianos has been prohibitive.  

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 mr Robbins@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 mr Robbins@ohlone.edu to request a copy to be emailed.

RECEIVED  
OCT 14 2009  

Signature of Budget Manager