Ohlone Community College
Request to Surplus District Owned Equipment

From:

Department: Campus Activities
Contact Person: D. Trigg, R. Gonzales, K. Feliciano
Extension: x7376, x7311, x6063
Date of Request: 30-Nov-09

Send Request To:

Original to: Mark Robbins
Purchasing Office
Copy to: Warehouse
Location of equipment:
Cafeteria- Building 5
Fremont Campus

Please add the following items to surplus inventory:

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number	Surplus Code*
	1 Lot	Tables				4
	1 Lot	Chairs				4

*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: Tables & Chairs are being replaced as part of the Cafeteria Modernization Project by ASOC.

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.

Signature of Budget manager

RECEIVED
DEC 1 2009
OHLONE COMMUNITY COLLEGE DISTRICT
PURCHASING AND CONTRACTS

Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: Facilities
Contact Person:
Extension:
Date of Request: 1/4/2010

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

Please add the following items to surplus inventory:

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number	Surplus Code*
n/a	lot	Misc. furniture bldg 1				7

***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:

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Lucky Lofton
Signature of Budget manager