Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: MAILROOM
Contact Person: WAREHOUSE ROSE
Extension: 6214 or 60112
Date of Request: 2/5/10

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

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>0</td>
<td>1</td>
<td>HAND CART</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5616</td>
<td>1</td>
<td>MINELBERIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCALE-POSTAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</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: HAND CART WAS PURCHASED THROUGH OFFICE SUP

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 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.

FEB 8 2010

Signature of Budget manager
# Request to Surplus District Owned Equipment

**From:**  
Department: CNET StrUT Program/IT Dept  
Contact Person: Richard Grotegut  
Extension: 7479  
Date of Request: February 8, 2010

**Send Request To:**  
Original to: Mark Robbins  
Purchasing Office  
Copy to: Warehouse  
Location of equipment: Hyman Hall - StrUT Storage room

Please add the following items to surplus inventory:

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<tr>
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<tbody>
<tr>
<td>24221</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24211</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24380</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24333</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24320</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24310</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24208</td>
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<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24208</td>
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<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24207</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>24210</td>
<td>1</td>
<td>P3 1Ghz 500Mb memory</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
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Notes:  
*Surplus Codes:  
1. Damaged  
2. Obsolete  
3. Manufacture Warranty  
4. Equipment Replaced  
5. Equipment Donated  
7. No longer needed-working condition  
8. Other: Please specify

IT Department has approved the surplus of these computers.

**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

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**RECEIVED**  
FEB 16 2010

OHOLONE COMMUNITY COLLEGE DISTRICT  
PURCHASING AND CONTRACTS

Signature of Budget manager
Ohlone Community College  
Request to Surplus District Owned Equipment

From:  
Department: CNET SRCUT Program/ IT Dept  
Contact Person: Richard Grotenhuis  
Extension: 7479  
Date of Request: February 8, 2010

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Original to:  Mark Robbins  
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Copy to:  Warehouse  
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PURCHASING AND CONTRACTS

Signature of Budget manager