



**Ohlone Community College  
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:**

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number	Surplus Code*
24221	1	P3 1Ghz 500Mb memory				2
24211	1	P3 1Ghz 500Mb memory				2
24380	1	P3 1Ghz 500Mb memory				2
24333	1	P3 1Ghz 500Mb memory				2
24320	1	P3 1Ghz 500Mb memory				2
24310	1	P3 1Ghz 500Mb memory				2
24208	1	P3 1Ghz 500Mb memory				2
24208	1	P3 1Ghz 500Mb memory				2
24207	1	P3 1Ghz 500Mb memory				2
24210	1	P3 1Ghz 500Mb memory				2
24222	1	P3 1Ghz 500Mb memory				2

- \*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              | <u>IT Department has approved the surplus of these computers.</u> |                        |

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 Mark Robbins, Purchasing/Contracts office and a photocopy to the Warehouse. Warehouse will arrange pickup of the equipment. Any questions about the surplus 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]* 2-9-10  
 \_\_\_\_\_  
 Signature of Budget manager

**RECEIVED**  
  
 FEB 16 2010  
  
 OHLONE COMMUNITY COLLEGE DISTRICT  
 PURCHASING AND CONTRACTS

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\_\_\_\_\_  
*Signature of Budget manager*