Ohlone Community College
Request to Surplus District Owned Equipment

From: Physical Education
Contact Person: Chris Warden
Extension: 7382
Date of Request: 1/5/2010

Send Request To:
Original to: Mark Robbins
Purchasing Office
Copy to: Warehouse
Location of equipment:
Underneath stairwell of first floor, Bid 9

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>24174</td>
<td>1</td>
<td>Hip Adductor Machine</td>
<td>LifeFitness</td>
<td>SL 55</td>
<td>55317</td>
<td>7</td>
</tr>
<tr>
<td>24175</td>
<td>1</td>
<td>Hip Abductor Machine</td>
<td>LifeFitness</td>
<td>SL 60</td>
<td>52977</td>
<td>7</td>
</tr>
<tr>
<td>3572</td>
<td>1</td>
<td>Back Extension Machine</td>
<td>LifeFitness</td>
<td>None</td>
<td>None</td>
<td>7</td>
</tr>
<tr>
<td>24176</td>
<td>1</td>
<td>Tricep/Bicep Machine</td>
<td>LifeFitness</td>
<td>ST 20</td>
<td>53320</td>
<td>4</td>
</tr>
<tr>
<td>25232</td>
<td>1</td>
<td>Recumbant Bike</td>
<td>StairMaster</td>
<td>3800Momentum</td>
<td>383000 20813 003</td>
<td>1</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: ________________________________

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 6243 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
Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: Purchasing
Contact Person: Alex Wark
Extension: 6014
Date of Request: 4/2/10

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

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>26907</td>
<td>1</td>
<td>PARKING MACHINES</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>26908</td>
<td>1</td>
<td>PARKING MACHINES</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>26909</td>
<td>1</td>
<td>PARKING MACHINES</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>26910</td>
<td>1</td>
<td>PARKING MACHINES</td>
<td></td>
<td></td>
<td></td>
<td>2</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: _________________________________________________________________

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

From: Purchasing
Department: Purchasing
Contact Person: Alex Pinsarck
Extension: 6014
Date of Request: 4/2/10

Send Request To:
Original to: Mark Robbins
Purchasing Office
Copy to: Warehouse
Location of equipment: 1305

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>14</td>
<td></td>
<td>Study Carrels</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Work Stations</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>Chairs</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Tables</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Desks</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>24803</td>
<td>1</td>
<td>Plectar CPU</td>
<td></td>
<td>040100 11411</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

*Surplus Codes: 1 Damaged
4 Equipment Replaced
7 No longer needed-working condition
3 Manufacture Warranty
5 Equipment Donated
6 Equipment Stolen
8 Other: Please specify

Comments:

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 surpling of equipment should be directed to Mark Robbins at extension 6263 or email mrrobbins@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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Signature of Budget Manager
# Ohlone Community College
## Request to Surplus District Owned Equipment

**From:**
- Department: Library-Fremont campus
- Contact Person: KG Greenstein
- Extension: 7580
- Date of Request: 5-Apr-10

**Send Request To:**
- Original to: Mark Robbins
- Copy to: Purchasing Office, Warehouse

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>NA</td>
<td>15 boxe</td>
<td>Library book discards; approx. 400</td>
<td></td>
<td></td>
<td></td>
<td>2</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:** Discards to be shipped to Better world books at their expense. Library staff will arrange for pick up.

**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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