Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: Biology
Contact Person: Helene Ha
Extension: 3191
Date of Request: 5/11/2015

Send Request To:
Original to: Purchasing Office
Copy to: Warehouse
Location of equipment: NP 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>NA</td>
<td>1</td>
<td>large incubator</td>
<td>VWR</td>
<td>2020</td>
<td>1100790</td>
<td>4</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 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 extension 6263 or email purchasing@ohlone.edu. Any questions about the pickup and storage should be directed to the Warehouse at extension 6014 or email warehouse@ohlone.edu

This form is available as an Excel Spreadsheet. Email purchasing@ohlone.edu to request a copy to be emailed.

Signature of Budget manager