Ohlone Community College
Request to Surplus District Owned Equipment

From:
Department: Radio Operations
Contact Person: Bob Dochterman
Extension: 6428 or 6221
Date of Request: 6/15/2015

Send Request To:
Original to: Purchasing Office
Copy to: Warehouse
Location: KOHL Radio, SC 231

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>3711</td>
<td>1</td>
<td>Radio Console w/Power Supply</td>
<td>Wheatstone</td>
<td>A-300</td>
<td>23255</td>
<td>4, 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 surplusled. 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 surplusing 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
RECEIVED
JUN 17 2015
PURCHASING