Ohlone Community College
Request to Surplus District Owned Equipment

From: Respiratory Therapist
Contact Person: Elizabeth Postovit
Extension: 831-252-1662
Date of Request: 3/12/2021

Send Request To: Purchasing Office
Original to: Warehouse
Copy to: Warehouse
Location of equipment: Hallway, N-C - Washington Hospital Wing

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>N/A</td>
<td>1</td>
<td>Ventilator</td>
<td>Bennett</td>
<td>840</td>
<td>3510013744</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>1</td>
<td>Ventilator</td>
<td>Bennett</td>
<td>840</td>
<td>3510017040</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>1</td>
<td>Ventilator</td>
<td>Bennett</td>
<td>840</td>
<td>3510011112</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>1</td>
<td>Oxygen mixer</td>
<td>Bennett</td>
<td>Air 01 mixer</td>
<td>8001872</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:

Items sold = no asset tags - donated
FB 840 no longer serviced by

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 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