### Request to Surplus District Owned Equipment

**From:**
- Department: Information Technology Service
- Contact Person: Wen Kuang
- Extension: 7993
- Date of Request: 07-21-2021

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

**Location of equipment:** Hyman Hall 1st Floor

**Send Request To:**
- Information Technology Service
- Original to: Purchasing Office
- Copy to: Warehouse

**Wen Kuang**

**Signature:**

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**Please add the following items to surplus inventory:**

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<th>Manufacturer</th>
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*Surplus Codes:

1. Damaged
2. Obsolete
3. 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 surplussed. Please provide as much information as possible and/or feasible. Use the appropriate Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the I.T. Department and Budget Manager is required for all I.T. related assets. Complete and route the original electronic form to Purchasing/Contracts office and a scanned photocopy to the Warehouse staff. Warehouse staff will arrange pickup of the asset once approved by the Board of Trustees. Any questions about the surplanting of assets should be directed to extension 7567 or email purchasing@ohlone.edu. Any questions about the pickup and storage of assets should be directed to the Warehouse at extension 6014 or email warehouse@ohlone.edu.

**Signature of I.T. Manager:**

**Signature of Budget Manager:**
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### Request to Surplus District Owned Equipment

*Surplus Codes:
1. Damaged
2. Obsolete
7. No longer needed (working condition)

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<th>Qty</th>
<th>Item Description</th>
<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Srpls Code*</th>
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From: SAS
Contact Person: Ann Burdett
Extension: x6456
Date of Request: 7/7/21

Send Request To:
Original to: Purchasing Office
Copy to: Warehouse
Location of equipment: 7319 - inside the Student Health Center

Please add the following items to surplus inventory:

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<th>Asset Number</th>
<th>Qty</th>
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<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial Number</th>
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*Surplus Codes:
1. Damaged
2. Obsolete
3. Manufacturer Warranty
4. Equipment Replaced
5. Equipment Donated
6. Equipment Stolen
7. No longer needed-working condition
8. Other: Please specify

Comments: all the items in room 7319 to be surplused are marked with a copy of this form taped to them

Instructions: Itemize each item to be surplussed. Please provide as much information as possible and/or feasible. Use the appropriate Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the I.T. Department and Budget Manager is required for all I.T. related assets. Complete and route the original electronic form to Purchasing/Contracts office and a scanned photocopy to the Warehouse staff. Warehouse staff will arrange pickup of the asset once approved by the Board of Trustees. Any questions about the surplussing of assets should be directed to extension 7567 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.

Signature of I.T. manager

JUL 13 2021
PURCHASING
Ohlone Community College  
Request to Surplus District Owned Equipment

From: Billy Clontz – Athletics  
Department: Athletics  
Contact Person: Billy Clontz/Chris Warden  
Contact: Cell: BILLY- 831-888-7092  
Date of Request: July 22, 2021  
Original to: PURCHASING OFFICE  
Send Request To: WAREHOUSE

LOCATION OF EQUIPMENT: BUILDING 9 (9102/9109)

**PLEASE ADD THE FOLLOWING ITEMS TO SURPLUS INVENTORY:**

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*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 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: [Signature]