

**Ohlone Community College  
Request to Surplus District Owned Equipment**

**From:**  
 Department: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Extension: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

**Send Request To:**  
 Original to: Purchasing Office  
 Copy to: Warehouse  
 Location of equipment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please add the following items to surplus inventory:

Asset Number	Qty	Item Description	Manufacturer	Model Number	Serial Number	Surplus Code*

- \*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 surplus. 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 surplus 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