Yosemite Community College District
Request to Surplus District Owned Equipment

From:
Department: _____
Contact Person: _____
Extension: _____
Date of Request: _____

Send Request To:
Original to: Purchasing Office
Copy to: Receiving 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 No longer needed-working condition**
4 Equipment Replaced
5 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 the Purchasing Department and copy the Receiving Warehouse. Receiving will arrange pickup of the equipment. Any questions about the surplusing of equipment should be directed to extension 6521 or email purchasing@yosemite.edu. Any questions about the pickup and storage should be directed to the Receiving Warehouse at extension 6588 or email receiving@yosemite.edu

_____ _____
Account Number for Deposit *Signature of Budget manager*