



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

**From:**

**Send Request To:**

Department:		Original to Receiving Warehouse:	Mark Meredith	Israel Lanthier
Contact Person:				
Extension:		Copy to Controllers Office Accounting:	Aaron Colby	Vicki Fontana
Date of Request:				
Work Order#:		Location of equipment:		

**\*\*\*Please attach detailed photos for assessment and auction**

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

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

<b>*Surplus Codes:</b>	<b>1 Damaged</b>
	<b>2 Obsolete</b>
	<b>3 No longer needed-working condition</b>
	<b>4 Equipment Replaced</b>
	<b>5 Other: Please specify</b>

**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 the Receiving Warehouse - meredithm@yosemite.edu. Once cleared with Receiving, process a work order for pick-up of items. Any questions about the surplus of equipment should be directed to extension 6910.

*Account Number for Deposit*

*Signature of Budget Manager*