

### SJECCD SURPLUS DISPOSAL REQUEST FORM

REQUESTOR COMMENTS	WAREHOUSE COMMENTS
<p>The items listed are no longer required by our department and may be declared surplus. Items may be picked-up from locations indicated. Route form to your Dean / Division for approval and the Vice President or Vice Chancellor providing oversight of the area for approval first prior to routing to the District Warehouse. Forms without approvals will not be able to be processed. Email completed form to: DO-Warehouse@sjeccd.edu.                  NOTE: All licensed software and proprietary information must be removed from technology equipment.                  NOTE: If a location is known as a potential donation, please provide that information.</p> <p style="text-align: center;"><b>SURPLUS PROTOCOL</b></p> <p>Surplus is not a waste stream, it is only a mechanism to facilitate removal of assets from financial records, with value evaluation.                  The Surplus Evaluation would make a determination of a Surplus Value, or Disposal.                  If there is a Surplus Value, the Warehouse will arrange transport, and handle the Surplus.                  Surplus covers all Tagged Assets.                  ITSS and CTSS handle E-Waste.                  Surplus Items, evaluated for Disposal, should utilize the proper Waste Stream, or Donation Method, or removal incorporated into the purchasing mechanism, to have the Disposed Item(s) removed with delivery of replacement equipment or furniture.  <span style="color: red;">The Warehouse does not handle the waste process.</span></p>	<p style="text-align: center; font-size: small;">Areas Highlighted in BLUE to be completed by Warehouse Staff</p>
<p><b>Requestor</b></p> <hr/> <p style="display: flex; justify-content: space-between;"> <span>First Name/ Last Name/Title</span> <span>Site &amp; Department</span> <span>Date</span> <span>Contact Phone Number</span> </p>	
REQUESTOR SUPERVISOR AND COLLEGE APPROVAL	
<p><b>Dean / Division Approval</b></p> <hr/> <p style="display: flex; justify-content: space-between;"> <span>First Name/ Last Name/Title</span> <span>Signature</span> <span>Date</span> <span>Contact Phone Number</span> </p>	<p>Picked Up By _____ Date _____</p> <p>Director of General Services Approval: _____</p>
<p><b>Vice President / Vice Chancellor Approval</b></p> <hr/> <p style="display: flex; justify-content: space-between;"> <span>First Name/ Last Name/Title</span> <span>Signature</span> <span>Date</span> <span>Contact Phone Number</span> </p>	

Location Bldg & Room	Quantity	Item Description (include brand & model)	Serial #	SJECCD Asset #	Is item Hazardous or Electronic Waste? If Yes, indicate. If No, leave blank	Sell or Scrap (WHSE Use Only)	Condition & Surplus Valuation (Warehouse Use Only)

<b>Location Bldg &amp; Room</b>	<b>Quantity</b>	<b>Item Description (include brand &amp; model)</b>	<b>Serial #</b>	<b>SJECCD Asset #</b>	<b>Is item Hazardous or Electronic Waste? If Yes, indicate. If No, leave blank</b>	<b>Sell or Scrap (WHSE Use Only)</b>	<b>Condition &amp; Surplus Valuation (Warehouse Use Only)</b>