san josé·evergreen
COMMUNITY COLLEGE DISTRICT

QUICK REFERENCE GUIDE – SURPLUS DISPOSAL REQUEST FORM

SJECCD SURPLUS DISPOSAL REQUEST FORM

REQUESTOR COMMENTS	WAREHOUSE COMMENTS
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.	Areas Highlighted in BLUE to be completed by Warehouse Staff

SURPLUS PROTOCOL

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.
The Warehouse does not handle the waste process.

Requestor 1.
First Name/ Last Name/Title — Site & Department — Date — Contact Phone Number

2. **REQUESTOR SUPERVISOR AND COLLEGE APPROVAL**

Dean / Division Approval
First Name/ Last Name/Title — Signature — Date — Contact Phone Number

Vice President / Vice Chancellor Approval
First Name/ Last Name/Title — Signature — Date — Contact Phone Number

Picked Up By ___ Date ___
Director of General Services Approval: ___

Location Bldg & Room 3.	Quantity 4.	Item Description (include brand & model) 5.	Serial # 6.	SJECCD Asset # 7.	Is item Hazardous or Electronic Waste? If Yes, indicate. If No, leave blank 8.	Sell or Scrap (WHSE Use Only) 9.	Condition & Surplus Valuation (Warehouse Use Only) 10.

1.	Requestor	Person requesting surplus item removal.
2.	Supervisor & College Approval	Approval from Dean/Manager and the Vice President or Vice Chancellor providing oversight of the area for approval prior to routing to the District Warehouse. FORMS WITHOUT APPROVAL WILL BE REJECTED.
3.	Location	Enter location for pickup of surplus item.
4.	Quantity	Enter the Quantity of items. Multiple quantity items with serial numbers must be recorded per line.
5.	Item Description	Enter the item make and model. Include any detail descriptions to better identify the item.
6.	Serial #	Enter item serial number.
7.	SJECCD Asset Tag #	Enter SJECCD Asset Tag number. ITEMS WITHOUT ASSET TAG # WILL NOT BE ACCEPTED.
8.	Hazardous or Electronic Waste	Indicate if the item is hazardous or Electronic Waste.
9.	Sell or Scrap	Warehouse use only.
10.	Condition & Surplus Valuation	Warehouse use only.

- Once the form is completed and submitted, a date will be scheduled for the surplus items to be removed.
- Incomplete forms will be redirected to the requestor and may cause a delay in the turnaround time.
- Submit completed forms to: DO-Warehouse@sjeccd.edu