

Palomar College Inventory Request

Equipment Description _____ Property Tag # _____

MFG _____ MODEL # _____ SER # _____

Condition Codes

- | | | |
|---------------------------------|-------------------------------|-------------------------|
| 1. Good, Not Needed (Furniture) | 4. Operable, Not Needed | 7. Obsolete, Inoperable |
| 2. Fair (Furniture) | 5. Inoperable, Not Repairable | 8. Unsafe |
| 3. Poor (Furniture) | 6. Obsolete, Operable | |

INVENTORY TRANSFER REQUEST

From: Department _____ Dept. Code _____ Room# _____

To: Department _____ Dept. Code _____ Room# _____

Do you want Facilities to move item? Yes No

Receiving Department Signature _____ Date _____

SURPLUS PROPERTY REQUEST

Department _____ Dept Code _____ Condition Code _____

COMPUTER EQUIPMENT SURPLUS/DISPOSAL

Note: Computer equipment must be deprogrammed by Information Services before being sent to the warehouse as surplus. Please contact the Help Desk to make appointment.

Department _____ Dept Code _____ Condition Code _____

Surplus If so, has IS formatted CPU Yes No - Contact Help Desk

Cannibalized for Parts

Requested by _____ Ext _____

Department Chair/Director Signature _____ Date _____

TO BE COMPLETED BY INFORMATION SERVICES:

Computer equipment has been deprogrammed by Information Services and is ready for surplus pick-up.

Removed Equipment Department Retained Equipment Condition Code _____

IS Technician /Manager Signature _____ Date _____

TO BE COMPLETED BY WAREHOUSE

Local disposal must conform with applicable State and Federal requirements. It requires two witnesses, one of which is the Inventory Control Officer. Property Tag must be removed prior to disposal.

Inventory Control Officer _____ Date _____

Warehouse Signature _____ Date _____