



Palomar Community College District  
**SURPLUS FURNITURE / EQUIPMENT INVENTORY REQUEST FORM**

**Instructions:** Please fill in the information below and sign the form before sending the request. If more room is needed, please attach a separate list with the required information. **Be sure to include the brand name and make/model in the description of the item.**

**NOTE:** Technology (computers, laptops, etc.) must be reformatted by Information Services (IS) before being sent to the warehouse as surplus.

***Please work with IS directly before completing this form.***

Contact e-mail: \_\_\_\_\_

Contact phone/ext: \_\_\_\_\_

Department: \_\_\_\_\_

Dept Code: \_\_\_\_\_

Campus: \_\_\_\_\_

Room #/location: \_\_\_\_\_

Quantity	Item Description (e.g., chair, file cabinet, shelf, desk, printer, computer, etc.) - including brand/model	Condition*	Property (Asset) Tag and/or Serial #	Approx \$ Value

**\*Condition code:** 1 = Good/operable; 2 = Fair (needs minor repair); 3 = Poor (broken/inoperable); 4 = Obsolete; 5 = Unsafe

Requested by  
(name): \_\_\_\_\_

Approved by  
(Dept Chair/Director/Supervisor name): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Send completed and signed form to [PWang-Smith@palomar.edu](mailto:PWang-Smith@palomar.edu) and [AJensen@palomar.edu](mailto:AJensen@palomar.edu).**

Updated 06.30.2023 AJ