



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 and Surplus@palomar.edu.