



SANTA ROSA JUNIOR COLLEGE

REQUEST TO SURPLUS PROPERTY

FROM: _____

Department _____ Extension _____ Building _____

Room # _____ Requested By _____ Date _____

QTY	DESCRIPTION (Please include size)	MANUFACTURER	1 ST PROP TAG # (w/gold or green bar. If no tag use serial #)	2 ND PROP TAG# (all white Santa Rosa Junior College. If no tag use serial #)	WORKING Yes/No	DO NOT USE SURPLUS #

COMMENTS:

SEND FORM TO: SOLOMON GHEBRETENSAE - WAREHOUSE