

# PROCEDURES FOR COMPLETING THE ITEMIZED AUCTION ITEM FORM

**LOCATION:** Check the box for the appropriate campus.  
**BUILDING:** Enter building name.  
**ROOM:** Enter room number where item will be stored for maintenance pick-up.  
**CONTACT:** Person to contact in department submitting auction items (originator).  
**EXT:** Originator's extension number.  
**DEPARTMENT:** Department name submitting auction items.  
**ITEM NO:** Number order of all items on list  
**QTY:** Quantity of each item number on list.  
**SJC DECAL:** SJC decal number issued by asset management or computer department.

## DESCRIPTION:

**TYPE:** Identity of equipment  
**MANUFACTURER:** Manufacturer of above equipment  
**MODEL:** Model number or name of above equipment.  
**SERIAL NUMBER:** Manufacturer's serial number of above equipment.

**CONDITION:** Indicate condition of equipment or explain under other.

E = Excellent

G = Good

P = Poor

O = Other *Explain what is meant by other.*

## ROUTING OF THIS FORM:

- 1) Originator
- 2) All IT items require Campus IT Manager and District IT Manager approval.
- 3) Dean of Administration for approval
- 4) Fixed Asset Coordinator to identify whether item is a fixed asset
- 5) Surplus Property coordinator for processing; confirming items and location
- 6) Maintenance Operation Specialist will initiate maintenance request
- 7) Return form to Fixed Asset Department after item is sold at auction

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### For Surplus Property Coordinator

**DATE TO AUCTION:** Date equipment was released to auction.

**DISPOSAL DATE:** Date item was disposed of by SJC personnel if auction company does not accept goods.