SAN FRANCISCO STATE UNIVERSITY
PROPERTY SURVEY REQUEST

The Campus Unit (CU) identified below requests the following State property be "surveyed" (i.e. removed from its inventory records). The reason for the request and recommended disposition of the property are as follows (check all that apply):

1. ☐ Property is no longer serviceable; repair is impractical or not recommended
   Recommended disposition:
   a. ☐ Remove from records, CU will retain for parts salvage
   b. ☐ Survey as junk; CU will send to Recycle Center or dispose of appropriately.

2. ☐ Property is serviceable but no longer required for use by Campus Unit
   Proposed Disposition:
   a. ☐ Transfer to another Campus Unit; Specify _____ *
   b. ☐ Transfer to another State agency; Specify _____ **
   c. ☐ Used as trade in; PO# _____
   d. ☐ SWAP SHOP Property re-utilization
   e. ☐ Surplus Auction
   f. ☐ Other: _____

   * Attach Property Transfer Form

   ** Attach Agency Acceptance Letter

3. ☐ Equipment is lost, stolen or vandalized
   ☐ Equipment Loss Report attached **(Mandatory)**

ITEM DESCRIPTION (Mfgr, Model, Serial #, etc.)	STATE ID (PROPERTY TAG #)	LOCATION (Bldg./Room #)

CAMPUS UNIT

_____

College or Department

REVIEWED/AUTHORIZED:

_____

Dean/Chair/Department Head **Date**

PROPERTY OFFICE USE:

_____ _____ _____

Disposition Code **Date** **Signature**