

# CSU Monterey Bay Property Department

## REQUEST FOR PROPERTY SURVEY

It is necessary that the information requested below be provided in order to survey any items from your inventory. Please complete all areas, sign, and return form to the Property Office. The department will be notified when approval has been received for the disposal of this item. No items may be disposed of prior to this approval. If there are any questions, please call extension 4619.

Department \_\_\_\_\_ Property ID Number \_\_\_\_\_

**Item Description** (as shown on inventory including item, brand, model, serial number)

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**Requested Disposition** (check one)

Surplus Sale

Junk

Missing

Destroyed

Salvage/Parts

Lost

Stolen

Traded-in  (provide source and price)

**Reason item is being surveyed** – Please provide all pertinent information as Property Survey Board will review for possible culpable negligence. If item is lost, missing or stolen, please attach completed Equipment Loss Report in lieu of explanation on this form.

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**Replacement Equipment?** (check one) YES  NO

If item is replacement, indicate account number to be credited from sale: \_\_\_\_\_

Department Technician \_\_\_\_\_

Dean/Fiscal Auth (Print & Sign) \_\_\_\_\_

Date Submitted \_\_\_\_\_

Copy of the approved report will be sent to the department if instruction Replacement Equipment is surveyed.  
Copy to accompany requisition to purchasing.