

# CSU Monterey Bay Property Department

## DEPARTMENTAL INVENTORY REPORT OF FIXED ASSETS

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Responsible Person: \_\_\_\_\_ Extension: \_\_\_\_\_  
 Date of Last Inventory: \_\_\_\_\_

Tag #	Description	Serial #	Model	Bldg/Rm	Comments

I CERTIFY THAT THE ABOVE LISTED ASSETS ARE CORRECT.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_