

CSU Monterey Bay Property Department

PROPERTY ACTION REQUEST FORM

Requesting Department _____ Date _____

Contact Person _____ Phone _____

Check Action Required _____ Complete Indicated Section(s) _____

- Change of location: inter-department 1
- Change of location: new department 1 and 2
- On-campus property loan request 1, 3, 4, 7, 8 & property loan agreement (attach copy)
- Off-campus property use request 1, 3, 5, 6, 7, 8 & property loan agreement (attach copy)

1.

Original Location		New Location		CSUMB Barcode #	Property Description
Dept.	Bldg/Rm	Dept.	Bldg/Rm		

2. Authorized signature for new department: _____

3. Property being loaned to: _____

4. Contact person: _____

5. Where being used: _____

6. Statement of use: _____

7. Date to be returned: _____

8. Date returned: _____ Received by: _____