

CSULB

PROPERTY SURVEY REQUEST FORM

To: **Property Office**

Date:

From: _____
Unit Administrator
Contact Person
PU No./Department
Extension

Subject: **Survey of University Property**

Reason for Survey

- 1 Trade-In
- 2 Junk (Valueless)
- * 3 Lost
- * 4 Stolen
- ** 5 Destroyed (e.g. by fire)
- 6 To be salvaged for parts
- 7 Property Reutilization

* *Items #3 and #4 will require a Missing or Stolen Item Report to be completed and attached.*

** *Item #5 requires a copy of the memo which was sent to the Associate Vice President for Financial Services explaining the circumstances surrounding the damaged or destroyed property.*

Tag No.	Description	Serial No.	Present Condition
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

(Property Office Use Only)		
Value	Purchase Date	Fund
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____