

REQUEST FOR PROPERTY SURVEY REPORT

Refer to Survey # _____
Property Use Only

Date _____

Department _____

Item Description (Copy from Inventory Sheet) _____

Property Number _____ Serial Number _____

Computers Only List Parts Removed _____

If to be traded-in, list price offered _____ Note: Attach a copy of requisition with this request.

Proposed Disposition (check one)

- 1. Trade-in _____ 2. Sale _____ 3.* Junk _____
4. Missing _____ 5. Stolen _____ 6. Re-utilization _____

*If the department intends to salvage parts from the surveyed item, the parts must be removed PRIOR to pick-up, or if item has been destroyed, the main body of the item, including the CPK tag, must be relinquished.

The item is located in Bldg. # _____, Room # _____.

Contact Person _____ Ext. _____

Computer Hard Drive Disposition Section: Check Appropriate Box
[] 3 Pass Overwrite [] 7 Pass Overwrite
Name (Print) Technician Certification Signature Date

THE PROPERTY OFFICE WILL ARRANGE TO PICK-UP THE ABOVE ITEM UPON RECEIPT OF THIS REQUEST FOR SURVEY. ITEMS MUST BE CONSOLIDATED IN ONE LOCATION.

Signature of Department Head _____ Date _____

Property Use Only

Date _____

NOTE _____

ITEM/S RELEASED TO PROPERTY

Rec'd By: _____ Relinquished by Department Date: _____

By: _____ Procurement/ Distribution Services Date: _____

FINAL DISPOSITION: Disposal _____ Other _____ Date _____