

Property Request Process

Each college, school, and department has the responsibility for the custody, care, maintenance, records, and control of all property acquired. The designee shall maintain current records and initiate the appropriate actions to inform Property of all transactions so that responsibilities are properly carried out. Warranty information and supporting documentation are to be maintained by the responsible department.

Campus moves are now partnered with University Events. The Property Clerk coordinates the moves with the University Events Labor Lead on a weekly basis.

Please note that requests start with the Property Survey or Transfer Form being submitted via Adobe Sign. That starts the **15-business-day notice** for all move requests. Please see the workflow below for steps on the request process.

Dumping of equipment is prohibited. Complete the Property Survey Form for proper disposal.

Surplus visits are available by requesting an appointment via email at **property@csuci.edu**.

Property Forms are available on the following webpage:
<https://www.csuci.edu/financial-services/msrp/asset-management-property.htm>

