



PROPERTY SURVEY REQUEST FORM

DATE _____ REQUESTING DEPARTMENT _____

ITEM No.	DESCRIPTION OF ITEM (Make and Model)	ASSET TAG # (if applies)	SERIAL NUMBER (S/N)	CONDITION *	COMMENT
1.					
2.					
3.					
4.					
5.					
6.					
7.					

CONDITION * GOOD FAIR POOR UNKNOWN

ITEM(S) LOCATED IN BUILDING: _____ ROOM #: _____

DEPARTMENT CONTACT: _____ PHONE # EXT. _____

AUTHORIZED ADMINISTRATOR - PRINT NAME SIGNATURE DATE

Instruction:

1. Please complete and submit this form to the Campus Property Coordinator and make arrangements through the Facilities Work Center to have the item(s) moved to the warehouse.
2. Prior to computers, laptops, tablets, etc. being surveyed, please open an IT Help Desk ticket and request to have the hard drive erased or removed.

PROPERTY USE ONLY

DISPOSITION: 1. TRADE-IN 2. SALE 3. TRANSFER 4. DONATE 5. LOST/MISSING 6. RECYCLE 7. TRASH

PROPERTY COORDINATOR DATE

PROCUREMENT ADMINISTRATOR DATE

PROPERTY SURVEY REQUEST FORM



Survey #:

(Supplemental Form)

ITEM No.	DESCRIPTION OF ITEM (Make and Model)	ASSET TAG# (if applies)	SERIAL NUMBER (S/N)	CONDITION *	COMMENT
8.					
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32.					

CONDITION * GOOD FAIR POOR UNKNOWN