

**C.S.U., Fresno
REQUEST FOR PROPERTY SURVEY**

It is necessary that the information requested below be provided in order to survey items from your inventory. Please complete and return with Service Request to Property Control, M/S 127.

1. FROM _____
(School Department or Administrative Office)

2. CSUF PROPERTY:

	<u>TAG No.</u>	<u>SERIAL No.</u>	<u>ITEM DESCRIPTION</u>
ITEM No. 1	_____	_____	_____
ITEM No. 2	_____	_____	_____
ITEM No. 3	_____	_____	_____
ITEM No. 4	_____	_____	_____
ITEM No. 5	_____	_____	_____
ITEM No. 6	_____	_____	_____

3. REQUEST DISPOSITION: (Check One)

- | | |
|---|---|
| <p>ITEM No. 1</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> | <p>ITEM No. 2</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> |
| <p>ITEM No. 3</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> | <p>ITEM No. 4</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> |
| <p>ITEM No. 5</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> | <p>ITEM No. 6</p> <p><input type="radio"/> Surplus Sale</p> <p><input type="radio"/> Trade-In</p> <p><input type="radio"/> Salvage/Parts</p> <p><input type="radio"/> Destroyed (as by fire)</p> <p><input type="radio"/> Other _____</p> |

4. REASON ITEMS BEING SURVEYED -- Please provide all pertinent information as Property Survey Board will review for possible culpable negligence.

Property Control Designee

Director, Dean or Department Head

Date Submitted