

PROPERTY SURVEY REQUEST FORM

The Campus Unit below requests the following State property be "surveyed" (removed from inventory records).

[Check reason for the request and recommended disposition of the property.]

1. **Property* is lost, stolen or vandalized. [Mandatory: Attach Equipment Loss Report]**

2. **E-waste with non-volatile memory** is no longer serviceable (repair is impractical or not recommended).**

Mandatory Disposition: Survey as electronic waste **using approved campus e-waste vendor**

I attest that I used an approved campus e-waste vendor as specified at www.sfsu.edu/~secure.

Name of Campus Unit Representative: _____ Campus Unit Representative Signature: _____

3. **E-waste with non-volatile memory** is serviceable but no longer required for use by the Campus Unit.**

- Disposition:
- a. Transfer to another Campus Unit. Specify: _____ **[Attach Property Transfer Form]**
 - b. Transfer to another State Agency. Specify: _____ **[Attach Agency Acceptance Letter]**
 - c. Used as a trade in. PO# _____
 - d. Property re-utilization
 - e. Surplus Auction
 - f. Other: _____

I attest that prior to release of equipment I used an approved campus overwrite method as specified at www.sfsu.edu/~secure.

Name of Campus Unit Representative: _____ Campus Unit Representative Signature: _____

4. **Property* (excluding e-waste with non-volatile memory) is no longer serviceable (repair is impractical/not recommended).**

- Disposition:
- a. Remove from records. The Campus Unit will retain for spare parts salvage.
 - b. Survey as junk. The Campus Unit will send to the Recycle Center for disposal.

5. **Property* (excluding e-waste with non-volatile memory) is serviceable but no longer required for use by the Campus Unit.**

- Disposition:
- a. Transfer to another Campus Unit. Specify: _____
 - b. Transfer to another State Agency. Specify: _____ **[Attach Property Transfer Form]**
 - c. Used as a trade in. PO# _____ **[Attach Agency Acceptance Letter]**
 - d. Property re-utilization
 - e. Surplus Auction
 - f. Other: _____

ITEM DESCRIPTION (Mfgr, Model, Serial #, etc.)	STATE ID (Property Tag # or NA***)	LOCATION (Bldg./Rm #)

[Attach page 2 of this form for more items.]

<p>CAMPUS UNIT</p> <p>_____</p> <p>College or Department</p>	<p>REVIEWED / AUTHORIZED</p> <p>Signature: _____</p> <p>Cabinet Officer / Dean / Chair / Department Head</p> <p>Date _____</p> <p>Print Name: _____</p> <p>Cabinet Officer or Dean must sign if the asset was not found during a physical inventory.</p>
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* "Property" includes all SF State tangible assets and may include e-waste.

** "E-waste with non-volatile memory" is electronic equipment or components capable of retaining data when not plugged into a power source.

All discarded e-waste should be routed to campus approved e-waste vendor for disposal.

***If Equipment was below original inventory valuation threshold and was never formally in Property inventory (never issued a state tag), designate with "NA".

Keep a copy of this form for your records & mail the completed form to the Property Office.

