

REQUEST FOR PROPERTY SURVEY REPORT

Date _____

Department _____

Item Description _____ Location: Bldg.# _____ Room# _____

Property Number (CPK) _____ Serial Number _____

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

Proposed Disposition (check one) Trade-in Re-utilization Junk Stolen

Contact Person _____ Ext. _____

Note1: Facilities Management must be contacted to remove all Hazardous Materials prior to pickup.

Department's Certification of Removal _____
Name _____ Signature _____ Date _____

Note2: All ink cartridges and toner have been removed from junk equipment prior to pickup.

Department's Certification of Removal _____
Name _____ Signature _____ Date _____

Computer Hard Drive Disposition: Check Appropriate Box

3 Pass Overwrite 7 Pass Overwrite HD Removed

Name (Print)

Technician Certification Signature

Date

Multifunctional Devices With Memory:

Example: Copiers, Printers, Faxes and Scanners

Have been Factory Reset (Erased All Data)

Name (Print)

Technician Certification Signature

Date

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

Signature of Department Head

Date

Property Use Only

ITEM/S RELEASED TO PROPERTY

Released By: _____

Date: _____

Accepted By: _____

Date: _____

FINAL DISPOSITION: Disposal _____ Other _____

Date: _____