Equipment Turn-in / Transfer Request
Property Management

Modification of equipment status on the University's property management record requires completion of this form. The form must be completed to return surplus, damaged, or obsolete equipment to the Property Management Office (PMO) or to transfer equipment to another department. All Equipment must be disposed of through the PMO.

A. Attach spreadsheet to include additional equipment that does not fit on this form.
B. Bring this completed form with equipment to the PMO.
C. For large transactions contact the PMO to make special arrangements.
D. Contact Information - Property & Receiving Services - Property@csus.edu - 278-6015

1. Requesting Department Approval

SUBMITTED BY	DEPARTMENT	DEPARTMENT ID	EXTENSION
AUTHORIZED SIGNATURE	PRINTED NAME	DATE	EXTENSION

2. Equipment Removal due to Surplus, Damage or Obsolete - Items can be repurposed or disposed

STATE TAG #	SERIAL #	ITEM DESCRIPTION	Working	N-Working

3. Computer / Memory Equipment Removal due to Surplus, Damage or Obsolete   HD = Hard Drive

STATE TAG #	SERIAL #	ITEM DESCRIPTION	Working	N-Working	HD Cleaned	HD Removed

Hard drives must be cleaned by an authorized IT-technician.

AUTHORIZED TECHNICIAN SIGNATURE	PRINTED NAME	DATE	EXTENSION

4. Purchase Order Trade-In / Warranty Return - Trade-In process requires prior Procurement Department approval

STATE TAG #	SERIAL #	ITEM DESCRIPTION

VENDOR NAME	PO NUMBER	TRADE DATE

5. Equipment Transfer, Change in Responsible Department and Ownership

STATE TAG #	SERIAL #	ITEM DESCRIPTION

NEW DEPARTMENT	NEW DEPARTMENT ID	BUILDING	ROOM
AUTHORIZED SIGNATURE		PRINTED NAME	DATE

FOR PROPERTY DEPARTMENT USE ONLY - RETIRED CAPITAL ASSETS				
STATE TAG #	ASSET ID #	PURCHASE DATE	RETIRE DATE	DISPOSITION