

PROPERTY MANAGEMENT

REQUEST FOR PROPERTY SURVEY

1.		2.				3.				
	Name of Department		School or Division					Date		
4.								Disposa	l Number	
	Name of Department Head									
5.	Description & Serial No.	Tag No.	Date Purch	Cost	Location	Condition	VT	PU	PS	
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6	Is this item being traded-in?	Yes	No I	If yes, plans	se attach a co	ny of the n	robo	o orde	r	
U.	is this item being traded-in:	105	110	ii yes, pieas	sc attach a cc	py of the pt	пспаз	sc orac	1.	
7.	Proposed Disposition:									
8.	Does this equipment contain electronic storage	ge media? Yes:	No:							
	If yes, please attach the completed Electronic Data Sanitization Verification form . Please note: the Property Management Office will not process your request without the completion of this form.									
0	Management Office will not process your requestion. Name of person to contact for	uest without the co	mpletion of this	s iorm.						
y .	information on this equipment:						Ext.			
10.	School Dean or Department Administrator:					(d [
							Date	:		
	Print Name		Signature							
	Print Name Signature FOR OFFICE USE ONLY:									
	Survey Board Recommendation:									
	Signatures, Survey Board:									
							Date	:		
						21 (Date	:		
							Date			
						Picked up				
		Pick up					7			
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					No. of Ite	ms in Stor	age:			