CALIFORNIA STATE UNIVERSITY, STANISLAUS

Property Control Office
667-3986

| For Property Use Only: |
| Doc. No. |

SURVEY/TRANSFER REPORT FORM

1. DEPARTMENT TRANSFERRING/SURVEYING EQUIPMENT: DATE:

2. SIGNATURE AND TITLE OF CUSTODIAN AUTHORIZED TO TRANSFER/SURVEY EQUIPMENT:

3. DESCRIPTION OF EQUIPMENT (DESCRIPTION, MODEL NO. AND SERIAL NUMBER)	PROPERTY NUMBER	DISPOSITION* (See Code Below)	LOCATION (Bldg, Room)

4. SIGNATURE AND DEPARTMENT OF CUSTODIAN ACCEPTING TRANSFER: DATE:

5. DELIVERY INSTRUCTIONS FOR SURVEYED EQUIPMENT:

A. SURVEYED EQUIPMENT IS READY FOR PICK UP BY PROPERTY CONTROL:

Yes   No

B. SURVEYED EQUIPMENT WILL BE DELIVERED TO PROPERTY CONTROL BY OWNER:

Yes   No

C. OTHER (specify):

6. SIGNATURE OF PERSON RECEIVING SURVEYED EQUIPMENT: DATE:

PROPERTY COORDINATOR

INSTRUCTIONS

A. 1. Type the form.
   2. Do not mix survey and transfer transactions on the same form.
B. For transfer transactions, complete items 1-3 only. The disposition code is #7. Leave location blank.
   1. Retain the gold copy and forward the remaining three copies to the department who will
   receive the transferred equipment.
   2. The department receiving the transferred equipment must identify new location, sign and date at item 4,
   remove the pink copy, and forward the remaining two copies to Property Control.
C. For survey transactions, complete items 1-3, and 5 only. Choose the most appropriate disposition code. Identify location.
   1. Retain the gold copy and forward the remaining three copies to Property Control.
D. If surveying or transferring any computer equipment, the department will need to delete all prior data on the hard drive
   (transfer and survey-out) and install a new copy of the operating system and appropriate applications (if a transfer).
   Please contact OIT before a survey or transfer of computer equipment.

* Code
1. **Junk**
2. **Salvage**
3. **Lost**
4. **Stolen**
5. **Trade-In**
6. **Destroyed**
7. **Transfer**