

- State
- Student Union
- UEC
- ASI
- Philanthropic

CSUSB Property Management Office Request to Survey Property

It is necessary that the information requested below be provided in order to survey (remove) any items from your inventory. Please complete all areas, sign, and return to the Property Management Office. The department will be contacted by the Property Management Office when approval has been received for the release of item/s. No items should be disposed of prior to receiving approval. CSU Property Equipment Procedures require that all information assets equipment (computers, copiers, laptops, tablets, fax, printers, etc.) are sanitized prior to any disposal or transfer to another department and sanitization is certified by authorized personnel. At CSUSB, an Information Technology Consultant (ITC) or other appropriate IT personnel may certify. For any questions, please contact Property at x75147.

Property Tag Number	Item Description (Example: Dell Optiplex GX520)	Serial Number	Department	Removal Reason*	Data/Media Sanitization**

*Removal Reason Codes: "O" = Obsolete, "SP" = Salvaged for Parts, "D" = Destroyed, "M" = Missing, "ST" = Stolen

**Data/Media Sanitization Codes: "DD"= Degaussed, "DW"= Software Wiped, "DP"= Physically Destroyed, "DR"= Removed & Retained, "NA"= No Data/Media

If an item is stolen, file a report with University Police and attach a copy of the report to this document. If an item is missing, attach an explanation of the circumstances to this document.

Request assistance to remove equipment- Location: _____ Contact Name/Extension _____

Tech Certification of Data/Media

Sanitization Status: _____ Print Tech Name _____ Signature _____ Date _____

If a memory device is coded Removed/Retained, the certifying tech accepts responsibility for appropriately sanitizing and/or destroying the unit prior to reuse or disposal.

Department Designee Printed Name: _____ Signed: _____	Dean/Director/Chair/Manager Printed Name: _____ Signed: _____	Date Submitted: _____
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