

CSUSB Property Management Office  
**Property Transfer Request**

Directions: Complete and submit to Property Management Office, AS-120, whenever a barcode tagged asset is transferred to a new department. Contact Property Management at x75147 with any questions.

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CSUSB Tag #: _____	Serial #: _____	State UEC Philanthropic	Student Union ASI
Equipment Description: _____			

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**Department Transferring Equipment (FROM):**

Department Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

Equipment's Current Location: \_\_\_\_\_ Current DeptID: \_\_\_\_\_

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Dean/Director/Chair/Manager Printed Name	Signature	Date
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**Department Receiving Equipment (TO):**

Department Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

Equipment's New Location: \_\_\_\_\_ New DeptID: \_\_\_\_\_

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Dean/Director/Chair/Manager Printed Name	Signature	Date
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Is assistance needed to relocate this equipment?      Yes      No

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