

**C.S.U., Fresno**  
**REQUEST FOR PROPERTY SURVEY**

It is necessary that the information requested below be provided in order to survey items from your inventory. Please complete and return with Service Request to Property Control, M/S 127.

1. FROM \_\_\_\_\_  
 (School Department or Administrative Office)

2. CSUF PROPERTY:

	<u>TAG No.</u>	<u>SERIAL No.</u>	<u>ITEM DESCRIPTION</u>
ITEM No. 1	_____	_____	_____
ITEM No. 2	_____	_____	_____
ITEM No. 3	_____	_____	_____
ITEM No. 4	_____	_____	_____
ITEM No. 5	_____	_____	_____
ITEM No. 6	_____	_____	_____

3. REQUEST DISPOSITION: (Check One)

ITEM No. 1	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____	ITEM No. 2	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____
ITEM No. 3	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____	ITEM No. 4	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____
ITEM No. 5	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____	ITEM No. 6	<input type="radio"/> Surplus Sale <input type="radio"/> Trade-In <input type="radio"/> Salvage/Parts <input type="radio"/> Destroyed (as by fire) <input type="radio"/> Other _____

4. REASON ITEMS BEING SURVEYED -- Please provide all pertinent information as Property Survey Board will review for possible culpable negligence.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Property Control Designee

\_\_\_\_\_  
 Director, Dean or Department Head

\_\_\_\_\_  
 November 25, 2008

Date Submitted