



Property Control Form for

Please return the completed form to the Property Management Office



Requestor / Liaison Name:
(Please print) _____

Department Name: _____

Building and Floor / Room: _____

Phone / Fax: _____ **Date:** _____

- Please Check** Property Disposition type on the left
- Cannibalized
 - Discarded
 - Salvaged
 - Scrapped
 - Obsolete
 - Return for Credit
 - Traded
 - Donated/Gift [Please attach "Agreement for Donation"]
 - Exchanged [CUNY Tag# of the new property _____]
 - Loss [Explain how: _____]
 - Sold [Please attach "Agreement for Sale"]
 - Stolen [Please attach "Incident Report and Police Report"]
 - Written Off [Explanation is required: _____]
 - Transfer

Authorization Given To:

Certified By

Requestor / Liaison Signature: _____

Chairperson/Director/Dean:
(Please print) _____

(Please sign) _____

I CERTIFY THAT ALL SOFTWARE AND PERSONAL FILES ARE REMOVED FROM COMPUTER BEING DISPOSED Information Technology

Personnel: (Please print and sign) _____ **Date:** _____

PROPERTY HAS BEEN PICKED UP / RECEIVED BY:

(Please print) _____ **Phone:** _____

(Please sign) _____ **Date:** _____

CUNY Tag #	Description	Manufacturer	Model #	Serial #	From	To	New Responsible Person and / or Department (Code)
					Building and Room	Building and Room	

For Property Management Office Use:

Property Manager Approval Name: (Please print) _____

(Please sign) _____

Date: _____