

# REQUEST TO SURVEY PROPERTY

Property Management Office  
(909) 880-5147

It is necessary that the information requested below be provided in order to survey 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 this item. No items should be disposed of prior to this approval. If there are any questions, please call x5147.

1. Department \_\_\_\_\_ Property ID Number \_\_\_\_\_
2. Item Description \_\_\_\_\_

(As shown on inventory including property number, make model, serial number)

3. Reason for the Request (example: salvaged for parts, lost, missing, stolen, destroyed, etc.). If property is to be traded-in, please provide Req./PO information. Additionally, please provide all pertinent information. When applicable, the Property Survey Board will review for possible culpable negligence. (If the item is stolen, please attach a completed "Public Safety Police Report" in addition to the explanation on this form).

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Departmental Designee

Dean/Director/Chair

Date Submitted