



## 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:** \_\_\_\_\_

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

**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:** \_\_\_\_\_