



## Property Control Form

Please return the completed form to the Property Management Office

**Requester / Liaison Name:**

(Please print)

**Department Name:**

**Building and Floor / Room:**

**Phone / Fax:**

**Date:**

**Requester / Liaison Signature:**

Please Check one Property Disposition type below :

☐ Abandonment<sup>6</sup>

☐ Cannibalized<sup>6</sup>

☐ Casualty Loss<sup>3</sup>

☐ Disappeared Assets<sup>6</sup>

☐ Disposed Due to Theft<sup>5</sup>

☐ Donated<sup>1</sup>

☐ Retirement by Sale<sup>4</sup>

☐ Return to  
Inventory<sup>6</sup>

☐ Salvaged<sup>6</sup>

☐ Scrapped<sup>6</sup>

☐ Traded<sup>2</sup>

☐ Transfer<sup>7</sup>

<sup>1</sup>[ Please attach "Agreement for Donation" ]

<sup>2</sup>[ Tag# of the new property:

<sup>3</sup>[ Explain how:

<sup>4</sup>[ Please attach "Agreement for Sold" ]

<sup>5</sup>[ Please attach "Incident Report and Police Report" ]

<sup>6</sup>[ Explanation is required:

<sup>7</sup>[ If Transfer to Other CUNY College, approval from the receiving

College's Property Manager is required:

**Authorized By**

**Certified By**

**Chairperson/Director/Dean:**

(Please print )

(Please sign)

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

**Information Technology**

**Personnel:**

**Date:**

print name

sign

**PROPERTY HAS BEEN PICKED UP / RECEIVED BY:**

**Phone:**

print name

sign

date

Business Unit**	Asset ID	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:**