

## HUMBOLDT STATE UNIVERSITY PROPERTY SURVEY REQUEST

Submit 3 Copies To Asset Management

**Department**

**Date**

**Authority is requested to relieve property accounts of following items of non-expendable State property--**

ARTICLE AND MODEL NUMBER	IDENTIFICATION NUMBER	DATE PURCHASED	ORIGINAL COST	LOCATION (CITY)	PRESENT CONDITION	PROPOSED DISPOSITION(1)	PRICE OFFERED(2)	AMOUNT RECEIVED(3)	RECEIPT NUMBER
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

1. Indicate whether to be "traded-in", "sold", "junked", or whether "lost", "stolen", or "destroyed".
2. Do not obtain bids on trade-ins. Estimate price offered.
3. Amount allowed if traded-in.

4. When surveying off Computer Hard Drives, they must be certified as either removed or cleared by the Department in which they belong before being accepted by Asset Management.

**Explanation: Reasons for proposed disposition of each item:**

CERTIFICATION OF DEPARTMENT	PROPERTY SURVEY BOARD	COMPUTER HARD DRIVE CERTIFICATION
<i>I certify that the above statements regarding state property are true and correct; that culpable negligence was <input type="checkbox"/> was not <input type="checkbox"/> (check appropriate box) involved in loss, theft, or damage; that the disposition proposed is best for the public interest.</i>	APPROVED	<div style="text-align: center;"> <input type="checkbox"/> Hard Drive Removed   <input type="checkbox"/> Hard Drive Cleared                 </div>
Name	Signature	
Signature	Title	
Title	Date	

## Instructions for Completing the Property Survey Request, HSU Form 72

1. Fill in department name and date at top of form.
2. For each item surveyed, the following information is required:
  - a. Article and model number
  - b. Identification number (use **None** if no property number is assigned)
  - c. Present condition
3. The remainder of the columns should be completed if the information is available.
4. Certification of Department section:
  - a. Check the appropriate box regarding culpable negligence.
  - b. Enter title of the person accomplishing the certification.
  - c. Must be signed by the responsible department chair, director, or dean.
5. Computer Hard Drive Certification section:
  - a. Check box if hard drive has been removed from computer.
  - b. Check box if hard drive has been cleared (i.e., all files have been permanently and securely removed).
  - c. Enter title of the person accomplishing the certification.
  - d. Must be signed by the responsible IT person, department chair, director, or dean.
  - e. Computers will not be accepted by Asset Management without this certification.