



# Humboldt State University Property Management Transaction Form

File this form with the Asset Management Office (AMO) within 5 business days of any change in status of University Property. Changes to University property include a change in department or user responsible for the item, equipment becoming surplus, damaged, or obsolete. University property shall not be sold, transferred, or disposed of without submitting this form to the AMO and approval by the Property Survey Committee.

**Property Disposals:**  Surplus  Damage/Obsolete  Stolen/Missing (must also file report with University Police Department)

**Property Changes:**  Transfer to New Department  Change in Responsible User

University ID#	Item Description	Disposals Only		Transfers Only		Computer Hard Drive Cleared (Yes/No) IT Certification Signature Required Below	For AMO use only:	
		Present Condition	Proposed Disposition (1)	Department property being transferred to	Location property being transferred to		Date Purchased	Original Cost

(1) Indicate whether to be traded-in, sold, junked, or lost, stolen, destroyed and explain in box below.

Explanation for proposed disposition:

**Signature**

Name \_\_\_\_\_ Department \_\_\_\_\_ Extension \_\_\_\_\_

**Approval**

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*Department Head or Authorized Signature*

**AMO USE ONLY:**

Asset Inspected: \_\_\_\_\_ Date \_\_\_\_\_  
*Signature* *Date*

Approved for Disposal by Property Survey Committee: \_\_\_\_\_ Date \_\_\_\_\_

Asset Disposed: \_\_\_\_\_ Date \_\_\_\_\_  
*Signature* *Date*

**IT Computer Hard Drive Certification**

Hard Drive Removed

Hard Drive Cleared

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DOCUMENT ID**