



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:

Please Check Property Disposition type on the left

☐ Cannibalized
☐ Discarded
☐ Salvaged
☐ Scrapped
☐ Obsolete
☐ Return for Credit
☐ Traded

☐ Donated/Gift
☐ Exchanged
☐ Loss
☐ Sold
☐ Stolen
☐ Written Off
☐ Transfer

[Please attach "Agreement for Donation"]

[CUNY Tag# of the new property

[Explain how:

[Please attach "Agreement for Sale"]

[Please attach "Incident Report and Police Report"]

[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:		