

This form is used to report dispositions of San José State University property and communicate the desired handling of items no longer utilized by a department to the Property Coordinator in Distribution and Asset Services. Please complete all sections and mail to the Property Coordinator, Extended Zip 0001. Refer to the [Asset Services Procedure Manual](#) for guidelines on the handling of university property.

Department Information

Department: _____	Report Date: _____
Contact Name: _____	Phone: _____
Contact Email: _____	Building/Room: _____

Disposition Codes

For each item listed, please designate action requested from the disposition codes below:

1. Trade-In <u>PO Number:</u> _____	2. Public Surplus (May be utilized by other department or sold)
3. Junked (Unsafe for future utilization)	4. Lost*
5. Stolen*	6. Destroy (As by fire, etc.)
7. Salvage (Beyond economical repair)	8. Defective
9. Donate	10. Error
11. Property reutilization – general service & department transfer to: _____	

Property Items**

Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:	Date of Purchase:	Disposition Code:

Department Approval

Approving Official's Signature: _____	Date: _____
Name (Please print): _____	

Property Use Only

Property Coordinator: _____	Date: _____
Property Survey Board #1: _____	Date: _____
Property Survey Board #2: _____	Date: _____

*Must also complete and submit the Missing Equipment Report. The form is on the [Asset Services](#) website.

**If you have multiple items, you may list property on a separate sheet and attach it to this form.