



*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 Accounting Services. Please complete all sections and mail to the Property Coordinator, Extended Zip 0042. Refer to the [Property 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 file the Missing Equipment Report - Refer to DGS section 8643 (<http://sam.dgs.ca.gov/TOC/8600/8643.htm>)

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