

The University Corporation, San Francisco State

Fixed Asset Disposition Form

The Project identified below requests the following property be "surveyed" (removed from its inventory records). The reason for the request and recommended disposition of the property are as follows (check all that applies):

1. **Property* is lost, stolen or vandalized.**
 Equipment Loss Report attached (**Mandatory**).

2. **E-waste with non-volatile memory** is no longer serviceable** (repair is impractical or not recommended).
 Mandatory disposition: Survey as electronic waste **using approved campus e-waste vendor: *Electronic Recyclers International***.
 I attest that I used an approved campus e-waste vendor as specified at <http://ucorp.sfsu.edu/policies/general/erase.jsp?menu=4>
 Name of Project Representative: _____ Project Representative Signature: _____

3. **Property* (excluding e-waste with non-volatile memory) is no longer serviceable** (repair is impractical/not recommended).
 Recommended disposition:
 a. Remove from records. The Project will retain parts for salvage.
 b. Survey as junk. The Project will send to the Recycle Center or dispose of appropriately.

ITEM DESCRIPTION (Mfgr, Model, Serial #, etc.)	UCORP. ID (Property Tag #)	LOCATION (Bldg. / Room #)

<p>PROJECT or FUND</p> <hr/> <p>Project or Fund Number _____</p> <p>Rev.04/14</p>	<p style="text-align: center;">REVIEWED / AUTHORIZED</p> <p>Signature: _____ Project Director/Dean/Chair/Department Head Date _____</p> <p>Print Name: _____</p>
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Note: If the Survey request is because the asset was not found during an Inventory: Project Director/Dean signature only.

* "Property" includes all UCorp tangible assets and may include e-waste.
 ** "E-waste with non-volatile memory" is electronic equipment or components capable of retaining data when not plugged into a power source.
 All discarded e-waste should be routed to campus approved e-waste vendor for disposal.

Keep a copy of this form for your records & mail the completed form to the University Corporation, SF State.