



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Asset Management

1000 E. Victoria Street – Warehouse □Carson, CA 90747 □(310) 243-2376 □FAX (310) 516-3351

(Property Office use only)

Date: _____

Removed by: _____

Released by: _____

REQUEST FOR PROPERTY SURVEY

Department/College: _____ Date: _____

PROPERTY INFORMATION

Item Description	Asset Tag	Serial No.	Condition	Bldg/Rm.	Tech/Wiped

Why Should the University remove this property from its records? Give complete details. Attach documentation of repairs cost, repairmans written statement of unrepairability, vendors written trade-in offer, etc.:

Contact Person: _____ Ext: _____

Signature: _____
(Property Coordinator/Dean/Administrative Head)

FOR PROPERTY SURVEY BOARD USE ONLY
DO NOT WRITE BELOW THIS LINE

Survey Board Recommendation:

Signature of Survey Board Members

_____ Date: _____

_____ Date: _____