

## PROPERTY INVENTORY MODIFICATION REQUEST

**Instructions: Complete Sections 1 - 4, then submit this form to Lauri May-Herrmann, Purchasing, MC 1946. If you have any questions, please call 619-594-0591 or send an e-mail to [lherrmann@sdsu.edu](mailto:lherrmann@sdsu.edu).**

### Section 1. TYPE OF MODIFICATION (check only one)

- |   |   |
|---|---|
| <input type="checkbox"/> Pick up by Foundation for disposal (list reason):<br>_____<br><input type="checkbox"/> Donation (attach Acceptance Letter or Computer Equipment Donation Agreement)<br>To: _____<br><input type="checkbox"/> Location Change (if applicable, attach Off Campus Use of Equipment Agreement form)<br>Old: _____<br>New: _____<br>Is this property still under your control? <input type="radio"/> Yes <input type="radio"/> No<br>If no, responsible person: _____<br><input type="checkbox"/> Lost (attach Lost Computer Inventory form and obtain Department Chair signature below)<br><input type="checkbox"/> Dismantled (list remaining inventorial components below, attach additional page(s) if necessary) | <input type="checkbox"/> Stolen (attach copy of police report)<br><input type="checkbox"/> Government/Sponsor Furnished Property (attach documentation)<br>Location: _____<br><input type="checkbox"/> Loan<br>Name of Borrower: _____<br>Address: _____<br>Period of Loan:    From: _____    To: _____<br><input type="checkbox"/> Return from Loan:<br>New Address: _____ |
|---|---|

### Section 2. REMARKS (Provide additional details of your request)

### Section 3. PROPERTY IDENTIFICATION

| Foundation Property Number | Description | Serial Number | Location |          | SDSURF Use Only |            |
|----------------------------|-------------|---------------|----------|----------|-----------------|------------|
|                            |             |               | Room     | Building | Amount          | Book Value |
|                            |             |               |          |          |                 |            |
|                            |             |               |          |          |                 |            |
|                            |             |               |          |          |                 |            |
|                            |             |               |          |          |                 |            |
|                            |             |               |          |          |                 |            |

### Section 4. APPROVALS

|  |      |       |   |      |       |
|--|------|-------|---|------|-------|
| Project Director   | Date | Phone | Finance & Accounting  | Date | Phone |
| Sponsored Research Administrator   | Date | Phone | Facilities Management   | Date | Phone |
| Department Chair<br><i>(if aggregate lost property is \$25,000 or greater)</i> | Date | Phone | <b>For disposal of hard drives*:</b><br>Delivered to SDSU Materials Management _____ Date |      |       |
|  |      |       | <b>If applicable:</b><br>Wiped by Computing Services _____ Date                           |      |       |

\*SDSU Research Foundation's procedure for disposal of hard drives follows guidelines established by SDSU's Information Security Plan. <http://security.sdsu.edu/iso/secplan.htm> (see section 3.9.8 - Disposal of IT Resources)