



**Property Control Form**

HUNTER COLLEGE - EAST BLDG. RM # E1509

PHONE # 212-650-3801 / FAX # 772-4769

Please return the completed form to the Property Management Office

**Please Check** Property Disposition type below :

- Cannibalized       Donated / Gift [ Please attach "Agreement for Donation" ]
- Discarded           Exchanged [ Tag# of the new property \_\_\_\_\_ ]
- Salvaged             Loss [ Explain how: \_\_\_\_\_ ]
- Scrapped             Sold [ Please attach "Agreement for Sold" ]
- Obsolete             Stolen [ Please attach "Incident Report and Police Report" ]
- Return for Credit    Written Off [ Explanation is required: \_\_\_\_\_ ]
- Traded               Transfer [ If Transfer to Other CUNY College, approval from the receiving College's Property Manager is required: \_\_\_\_\_ ]

**Requestor / Liaison Name:**  
(Please print) \_\_\_\_\_

**Department Name:**  
\_\_\_\_\_

**Building and Floor / Room:**  
\_\_\_\_\_

**Phone / Fax:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorization Given To:**

**Certified By**

**Requestor / Liaison Signature:** \_\_\_\_\_

**Chairperson/Director/Dean:**  
(Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_

**I CERTIFY THAT ALL SOFTWARE AND PERSONAL FILES ARE REMOVED FROM COMPUTER BEING DISPOSED**

**Information Technology Personnel:** (Please print and sign) \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY HAS BEEN PICKED UP / RECEIVED BY:**  
(Please print, sign & date) \_\_\_\_\_ **Phone:** \_\_\_\_\_

Tag #	Description	Manufacturer	Model #	Serial #	From	To	New Responsible Person and / or Department (Code)
					Building and Room	Building and Room	

**For Property Management Office Use:**

**Property Manager Approval Name:** (Please print) \_\_\_\_\_

(Please sign) \_\_\_\_\_ **Date:** \_\_\_\_\_

