

CALIFORNIA STATE UNIVERSITY LONG BEACH FOUNDATION
6300 East State University Drive, Suite 332, Long Beach, CA 90815

Request to Retire a Fixed Asset

Contact Person: _____ Extension: _____ Asset(s) Location: _____ Request Date: _____

Reason for Request

- 1) Trade In 2) Junk 3) Lost * 4) Stolen * 5) Destroyed** 6) To be salvaged for parts 7) Property Reutilization

* Reasons 3 and 4 will require a Missing or Stolen Item report to be completed and attached

** Reason 5 requires an attached letter explaining the circumstances surrounding the damaged or destroyed property.

	Tag No.	Description	Serial No.
1			
2			
3			
4			
5			

If data in this section is unknown, then the Foundation will complete.			
Acq. Date	Acq. Cost	Project No.	Project Name

Media Sanitization: Electronic media requires the Foundation's Media Sanitization Certification form be completed and attached.

Scheduled Pick Up: The Foundation must coordinate the disposal process. Once the requested items are approved for retirement, IST will schedule an appointment to pick up the asset(s).

Project Director and Appropriate Administrator (Dean or ASM) Approval

Project Director's Name Signature Date _____ Dean / ASM Signature _____ Date

(Foundation Use Only)

G&C or FP Administrator's Signature Date _____ Appropriate Administrator's Signature Date _____ IST Coordinator's Signature Date