

State University of New York College of Technology at Canton

Property Transfer/Surplus Form

Instructions: Complete and submit this form to Property Control.

Property Control will submit a Work Order to collect Surplus and/or property to be Transferred as required.

All electronic items (i.e. computer, tablet, monitor, printer, fax, copier, TV, etc.,) require Information Service's review of condition and approval.

Name: _____ Department: _____ Date: _____ Phone Ext.: _____

Property Control Number	Item Description	Model	Serial Number	Hard Drive Removed Y/N	Condition (Good, Fair, Poor, Surplus)
				-	Choose one
				-	Choose One:
				-	Choose One:
				-	Choose One:
				-	Choose One:

Reason for Request: (check the box that applies)

☒ Transfer to another user on campus: (include department, building and room #) _____

☐ Surplus (indicate why you need to dispose of this item): _____

Transferring Chair/Director Approval: _____ Date: _____

Signature of Department Representative

Completion Date of Transfer or Surplus: _____ Date: _____

Signature of Facilities and Planning Representative

Please retain a copy for your records.

Any questions or concerns, please contact Property Control Coordinator, Sandy Pryce at ext. 7171 or propertycontrol@canton.edu

ALL LOST or STOLEN State property must be reported to University Police, whereupon an official report will be completed.