

Property Inventory Form

Due to security and electronic disposal requirements, all devices (computers, laptops, tablets, etc.) that will store Chico State Enterprises data must be tagged regardless of purchase price.

Requested date: _____

Requested by: _____

Vendor: _____

Manufacturer: _____

Model: _____

Description of item: _____

Cost per item (including tax, shipping, etc.): _____

Number of items purchased: _____

Project Director: _____

Project Director phone: _____

Project Director email: _____

On-Campus physical property location: Building: _____ Room: _____

Off-Campus physical property location*: _____

To be completed by #0-:

Estimate _____ Final _____

CSE2 - _____

Purchase Order number: _____

Project: _____ Object: _____

Approved by (initial): _____

Sent to PMO (initial): _____

Tag number(s): _____

***Off-Campus Use of # 0 - Property Form required for all laptops and tablets. See # 0 Property Policy for details.**

Capitalized property (\$5,000 and greater)

Add-on to capitalized property-tag number S/F _____ Fabrication of capitalized property

Inventorial property (\$1,500 - \$4,999.99)

Add-on to inventorial property-tag number S/F _____ Fabrication of inventorial property

Other tagged property (< \$1,500-property requiring campus support, connected to the network, meeting data storage requirements, etc.)

Not tagged, but requires tracking

Funding agency owned property? Yes No