

**Chico State Enterprises Announcements**  
**Chico State Enterprises Property Management**  
**Thursday, August 29, 2019**

Chico State Enterprises contracts with CSU, Chico's Property Management Office to record and track assets, including computers, furniture, and other equipment. Please note that it is the responsibility of each department to update property custodian records via Property Management's Property Transaction Form. (Forms can be found at <https://www.csuchico.edu/pm/forms.shtml>) Below is an excerpt from PM policies.

- **Transfers between campus departments:** When CSU equipment is transferred between departments the transfer must be documented and properly approved by both departments by completing a [Property Management Transaction Form \(PDF\)](#) and signed by the appropriate Dean/Chair/Director/Administrative Officer. The original copy of the signed form is to be forward to the Office of Property Management at Zip 910 and a copy of the form must be retained in the department equipment records. The Property Management Office will update the asset management system. All electronic devices that retain data (Computers, tablets, cell phones, etc.) must be wiped by ITSS prior to the transfer between departments. Please visit [ITSS's webpage for more details](#).

Thank you.