

# University of North Florida SURVEY REQUEST

Date \_\_\_\_\_

Survey No. \_\_\_\_\_

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

Account Number: \_\_\_\_\_

Initialed By: \_\_\_\_\_

Extension: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

1. Give complete details.
2. Retain the Department file copy for your records.
3. Form must be complete with signatures before forwarding to Property Manager
4. Attach second page for additional items

**Condition:**

1. Excellent
2. Good
3. Fair
4. Poor
  - A. Useable
  - B. Unusable

Decal No.	Location	Description (Include manufacturer, model, serial number)	Acquisition Date	Cost	Condition

**REASON FOR REQUEST:**

\_\_\_\_\_ Lost, missing, or stolen (include copy of Police Report)

\_\_\_\_\_ Damaged or destroyed (Not repairable)

\_\_\_\_\_ Worn or obsolete

\_\_\_\_\_ Replaced by purchase of other equipment  
(attached memo explaining need for replacement)

**I certify that the above is complete and accurate**

\_\_\_\_\_  
Department Head Signature Date

\_\_\_\_\_  
Sponsored Research Signature (if grant funded) Date

\_\_\_\_\_  
Department Vice President Signature Date

**METHOD OF DISPOSITION:**

\_\_\_\_\_ Transfer to another UNF Dept.: \_\_\_\_\_ Acct #: \_\_\_\_\_

\_\_\_\_\_ Trade-in or public sale/transfer to other non-profit organization

\_\_\_\_\_ Scrap and Dispose of as landfill

\_\_\_\_\_ Cannibalized \_\_\_\_\_ for parts \_\_\_\_\_ for educational purposes

**FOR SURVEYING OF COMPUTERS:**

\_\_\_\_\_ Drive was wiped clean of all data using GDISK

\_\_\_\_\_  
C-Tech Signature Date

**SURVEY AUTHORITY ACTION:**

\_\_\_\_\_ Approved per request: \_\_\_\_\_

\_\_\_\_\_ Suspended for: \_\_\_\_\_

\_\_\_\_\_ Disapproved because: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Property Manager Date

\_\_\_\_\_  
Chair, Survey Committee Date