

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

In accordance with Administrative Procedure 501, this form must be completed each time a state-owned item is tranferred between departments causing a need to update inventory information. It is the responsibility of the department Property Control Designee to obtain the required signatures and forward this document to the Office of Property Management.

State Tag Number (Bar Code label) Serial Number				Description	Date	
Туре о	f Movement					
	Dormono	nt				
	Permanent Temporary/ On Loan Scheduled		Scheduled Re	urn Date:		
	rompora	ry on Loan	Concadica 110			
			In		_	
	Department Name	2	Department ID #	Name of Property Control Designee (Print)		
From:						
	Building	Room No.	Date Moved	Signature of Property Designee	Ext.	
	Department Head April 1 (2011)		In.		Department Head Approval (signature)	
	Department Head Approval (print name)		Date	Department Head Approval (signature)		
	Acknowledges i	release of item bearing	State Tag and Serial Ider	utification specified above.		
	Department Name		Department ID #	Name of Property Control Designee (Print)	Name of Property Control Designee (Print)	
	Building	Room No.	Date Moved	Signature of Property Designee	Ext.	
	Ballaling	Troom No.	Bato Moved	olynatare of Property Designed		
To:						
	[D+	A (i-t)	Date	Department Head Assessed (signature)		
	рераптент неао	Approval (print name)	Date	Department Head Approval (signature)		
	Acknowledges i	receipt of item bearing S	State Tag and Serial Iden	tification specified above.		
		Re	fer to Administrative	Procedure, Property Control - AP 507		
		110	Ter to Administrative	Troopadie, Property Control 111 507		
Proper	ty Office Use:					
	Name of Person Making changes on Database			Date Entered	Date Entered	
Remarks	3					
FADM-	-501/702 (4/06)					
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