

Cal State East Bay

Instructions for Property/Asset Management Request for Service Forms

Facilities Maintenance Request

For Computer Removal click the [IT Service Desk](#) link to open a Service Desk Ticket. They will determine the usefulness of the component (s) and make appropriate arrangements for its removal. This includes any type of device that stores University information (Servers, iPads, Laptops, External Hard Drives, etc.).

For eWaste of all other electronic equipment and/or University tagged equipment excluding [computers](#), create a [Facilities Maintenance Request](#) . Fill out the Property Transfer Form. Read instructions on the form for more detail.

For all furniture related issues (acquisitions, logistics) please contact Dayrll Lewis, at 5-2120 or AssetManagement@csueastbay.edu

IT Service Desk Ticket

For Computer Removal click the [IT Service Desk](#) link to open a Service Desk Ticket. They will determine the usefulness and make appropriate arrangements for its removal. This includes any type of device that stores University information (Servers, iPads, Laptops, External Hard Drives, etc.). For building to building, room to room transfers click the [IT Service Desk](#) link to open a Service Desk Ticket.

Property Custody Receipt Form

The Property Custody Receipt is required to be kept on file by the End User and/or Department Custodian for laptops that are taken off campus. A Property Custody Receipt will be accepted for laptops that are off campus during Physical Inventory. If the Property Custody Receipt is not current or the information is incorrect, the laptop will be required to be brought in for verification.

Property Transfer Form

Property Transfer Form

For Transfers/eWaste or any other issue with computers and/or any device (Servers, iPads, Laptops, External Hard Drives, etc.) that electronically stores University information, an [IT Service Desk Ticket](#) must be created. For Transfers/eWaste of all other electronic and/or University tagged equipment, create a [Facilities Maintenance Request](#). Fill out the Property Transfer Form below. Read instructions on the form for more detail.

For Furniture related issues (moves, acquisitions) contact: AssetManagement@csueastbay.edu or 5-2120.

Lost, Missing or Stolen Property

1. Fill out the Missing Items Report starting from the Date field. Fill in form electronically except the ****Authorizing Official Signature** which requires a wet signature. ****Authorizing Official** is your direct superior. **(Be sure to fill in All Fields)**
2. For Asset(s) Lost, Missing or Stolen on campus file a UPD Police Report.
3. For Asset(s) Lost, Missing or Stolen off campus file a Police Report from the City where items were stolen. (UPD Police Report not needed)
4. Send the Missing Items Report and UPD or Local Police Report to Matt OKeefe/SA2750.
5. Keep a copy of these reports for you records.