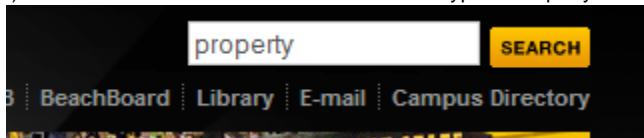


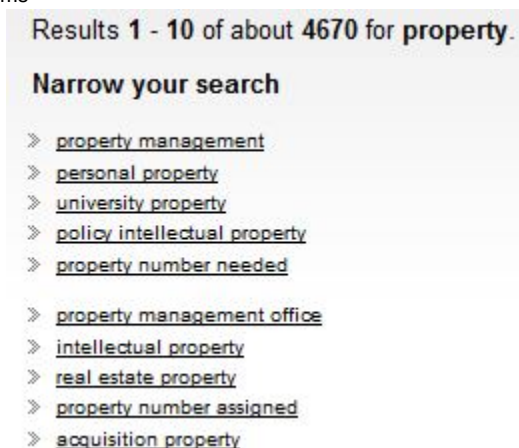
Property Survey and Media Sanitization

How to Find Property Survey and Media Sanitization Certification

1) Go to www.csulb.edu then in the search bar type in Property



2) Select **Property Management** under the **Narrow Your Search** Category. After selecting from the category, select **Property Management** Forms



Property Management Forms

... Reader. **Property Management**. ... here. Support Services. Home; Copier Program; Lost and Found; Print Shop; **Property Management**; ... daf.csulb.edu/forms/financial/procurement/property_management/ - 4k - Cached

3) After selecting **Property Management Forms** the page will look like the image below. Open both **Property Survey / Transfer Request Form** and **Media Sanitization Certification**



Property Management



Forms

Procedures

Related Information

Loan of Property

- > [Department Property Check-Out Log](#) (formerly Departmental Equipment Check-Out Log)
- > [Off Campus Loan Form - Single Borrower](#) (formerly Custody form)
- > [Off Campus Loan Form - Multiple Borrowers](#) (formerly Custody form)

Disposition of Property

- > [Contact us](#) to survey Non-Inventory Property
- > [Property Survey/Transfer Request Form](#)
- > [Media Sanitization Certificate](#)

Inventory

- > [Confirmation of Inventory Certification](#)
- > [Physical Inventory Certification](#)

4) For **Property Survey / Transfer Request Form** fill out all contact information. Check the appropriate boxes for the reason of the item survey. Fill out all information about the item (i.e. Tag Number, Serial Number, Description, Etc.)

5) For **Media Sanitization Certification**, Check appropriate boxes and sign.