



PROPERTY STATUS CHANGE FORM

If extra notes or documentation are needed, please attach additional pages to this form.

A) **Property Information**

Inventory Tag #	Serial #	Article	Purchase Value	QTY

Please fill out either Section B or C depending on the situation. Do not fill out both.

B) **Property Lost/Missing/Stolen**

When was the last time the property location was known: _____

Where was the last location the property was stored: _____

Who was the last person in possession of the property: _____

Has UPD been notified the property is missing/stolen: _____

C) **Grant/Project Ended, Property Transfer to Campus**

1. Origin	PROJECT NUMBER	PROJECT NAME
LOCATION		
PRINCIPLE INVESTIGATOR (PI) OR PROJECT DIRECTOR		

2. TO CSUSM	CONTACT PHONE	CONTACT PERSON
LOCATION		
NOTES/COMMENTS		

D) **Signatures**

PI OR PROJECT DIRECTOR:	DATE
DEPT. CHAIR OR DEAN OF COLLEGE	DATE
Department understands that any on-going support is at the discretion of the PI, Department, or College	
OSP MGR/CSUSM CORPORATION EXEC DIRECTOR	DATE
PROPERTY CONTROL	DATE
ACCOUNTING	DATE

E) **Routing**

Lost/Missing/Stolen	PI → CORP → UPD → Aux Accounting & Property Control
Grant End	OSP → PI → CORP → Aux Accounting & Property Control