

NON-MONETARY EXCHANGE FORM

STOP

The following restrictions apply prior to release of:

- **Data Containing Devices.** All data containing devices must be wiped and/or sanitized. Contact Surplus Property.
- **Regulated Materials.** Any regulated materials are required to go through Research Integrity and Compliance Review Office (RICRO) for biological materials or Environmental Health Services (EHS) for other regulated materials. Contact the RICRO or EHS office.
- **Federal/Sponsor/Vendor/Leased Assets.** Any NON-CSU owned items require review of the contract for restrictions and/or requirements involving release, servicing, maintenance, modifications, or alterations. Contact Property Management.
- **Export Controlled.** Items leaving the United States or being utilized by Foreign Nationals. Contact CSU Export Control.

Non-Monetary Exchange. A zero-dollar exchange involving like items being exchanged for equal or equivalent items.

The use of a Zero-Dollar Purchase Order is not allowed. Provide all information below regarding the non-monetary exchange and submit this form and a copy of the Vendor's quote (required) to Property Management for processing. **NOTE: The vendor's quote must show the vendor's given value of the asset CSU will be releasing and the vendor's given value of the asset CSU will be receiving.**

DEPARTMENT INFORMATION:

Department (name/#): _____ Contact Person: _____

Phone: _____ Date: _____

Remarks (include if a 53-fund is involved): _____

____ Use ATTACHED LETTER OF RELEASE SIGNED BY THE DEPARTMENT HEAD, OR

Department Head Signature (Required): _____

Printed Name: _____

CSU ASSET(S) BEING RELEASED VIA THE EXCHANGE:

(Use this section **only** for Active KFS assets):

Decal Number _____ Decal Number _____

OR

(Use this section **only** for Inactive KFS assets or Non-Capital Equipment):

ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	FAIR MARKET VALUE	ADDITIONAL INFO (INACTIVE DECAL #, YR, ETC.)

ASSET(S) BEING RECEIVED VIA THE EXCHANGE:

ASSET DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	FAIR MARKET VALUE	ADDITIONAL INFO (INACTIVE DECAL #, YR, ETC.)

ONCE THE REQUEST HAS FINISHED ROUTING, PROPERTY MANAGEMENT WILL CONTACT THE DEPARTMENT WITH FURTHER INSTRUCTIONS REGARDING REMOVING THE RELEASED ASSET FROM THE DATABASE.

AUTHORIZATIONS:

Property Management Use Only: OK TO RELEASE OSP CSURF 21 FUND EXPORT CONTROL OTHER AUTHORITY (list): _____

Date: _____ Notes: _____

Surplus Property Use Only: OK TO RELEASE PROPRIETARY INFO RFLE/EHS OTHER (list): _____

Date: _____ Notes: _____

Other Authority Use Only (select): OSP CSURF 21 FUND EXPORT CONTROL OTHER AUTHORITY (list): _____

OK TO RELEASE Date: _____ Notes: _____