

Property Inventory Modification Request (PIMR) Instructions and Guidelines

Please use the [PIMR FORM](#), available on the company website under Finance & Accounting Forms.

OR click here for access to the [PIMR FORM](#).

Chose which type of Property Inventory Modification you are completing.

Types of Modifications and Instructions:

A. Asset Disposal

1. Complete all required fields; the prompts are self-explanatory. Select **Asset Disposal** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. If disposing of multiple assets, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset (Asset Tag, Description, Location, etc.).
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B. Lost Equipment

1. Complete all required fields; select **Lost Equipment** as the type of modification.
 2. If a lost item is a **computer**, attach a **Lost Computer Inventory Form** in the File Upload section. The fillable PDF form is available on the company website under Finance & Accounting Forms:
 - o [Lost Computer Inventory Form](#)
 3. If the item was stolen, indicate it on the form and select **Stolen** as the reason.
 4. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 5. If reporting multiple lost items, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single item.
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C. Asset Transfer

1. Complete all required fields; select **Asset Transfer** as the type of modification.
2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).

3. Under **Transferred To**, enter the name of the receiving custodian and department/organization.
 4. If transferring multiple assets, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
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D. Asset Acquisition

1. Complete all required fields; select **Asset Acquisition** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. If the requestor is the **Project Director or PI**, check the '**Require Requestor Sign?**' option and enter the requestor's supervisor's email address in Step 2.
 4. If acquiring multiple assets, prepare a **list in a readable format** including FOAP information (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
 - **FOAP** = Fund Code, Organization Code, Account Code & Program Code
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E. Loaned Equipment

1. Complete all required fields; select **Loaned Equipment** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. If the requestor is the **Project Director or PI**, check the '**Require Requestor Sign?**' option and enter the requestor's supervisor's email address in Step 2.
 4. If loaning multiple assets, prepare a **list in a readable format** including FOAP information (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
 - **FOAP** = Fund Code, Organization Code, Account Code & Program Code
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F. Asset Sale

1. Complete all required fields; select **Asset Sale** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. Enter the **sale price** in the designated field.
 4. Under **Transferred To**, enter the name of the receiving entity.
 5. If selling multiple assets, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
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G. Asset Trade-In

1. Complete all required fields; select **Asset Trade-In** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. Enter the **trade-in value** in the designated field.
 4. Under **Transferred To**, enter the name of the vendor.
 5. If trading in multiple assets, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
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H. Asset Donation

1. Complete all required fields; select **Asset Donation** as the type of modification.
 2. Enter the **Department Chair/Project Director's email address** (mandatory requirement).
 3. Under **Transferred To**, enter the name of the receiving non-profit organization or entity.
 4. Donations must comply with the following policy:
 - Property deemed suitable for donation may be donated to **educational institutions, public agencies, or non-profit organizations**.
 - A copy of the non-profit organization's **501(c)(3) certification** must be obtained and retained. If available at the time of request, include it in the file upload section.
 5. If donating multiple assets, prepare a **list in a readable format** (Excel, PDF, etc.) and attach it. Otherwise, fill in the required details for a single asset.
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I. Request for Surplus Pick-Up

For the disposal of surplus items requiring pick-up by the **Corovan logistics team**, provide the following information:

1. **Site Contact Name and Phone Number**
2. **Pickup Location**
3. **Preferred Pickup Date and Time Frame** (e.g., 05/18/2025 between 10:00 AM - 12:00 PM)
 - *Note: Please allow at least **three (3) working days** from the request date.*
4. **List of items for pick-up**, including:
 - **Tag Number, Description, Serial Number**
 - If tag or serial number is unavailable, mark as **N/A**

Contact Information

If you have any questions, please contact **Fixed Asset Management**:

- **Phone:** (619) 594-0591
- **Email:** sdsurfequipment@sdsu.edu

Thank you,
Fixed Asset Management Team