

**Property Deletion Request**

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| **Department Name:** | **Dept/Subdept Code:** | **Date Submitted:** |
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**I request that he item (or items) listed and described below be removed from the inventory of this administrative unit:**

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| --- | --- | --- | --- |
| **Inventory Number:** | **Description:** | **Reason for Disposal1:** | **Method of Disposal:** |
| **Inventory Number:** | **Description:** | **Reason for Disposal1:** | **Method of Disposal:** |
| **Inventory Number:** | **Description:** | **Reason for Disposal1:** | **Method of Disposal:** |
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| **Inventory Number:** | **Description:** | **Reason for Disposal1:** | **Method of Disposal:** |
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| **Inventory Number:** | **Description:** | **Reason for Disposal1:** | **Method of Disposal:** |

**1Examples: Salvage, surplus, sale, trade-in, cannibalization**

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| **ESTIMATED VALUE OF PARTS IF DISMANTLED:** |  **$**  |

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| **SIGNATURE OF AAPO:** | **DATE:** |
| **SIGNATURE OF APO:** | **DATE:** |
| **APPROVED BY DIRECTOR:** | **DATE:** |
| **APPROVED BY PROPERTY MANAGER:** | **DATE:** |

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| Upon approval by the Property Manager, the APO is authorized to dispose of the assets in the manner stated above. After disposing of the assets, the APO must sign the following certification and return to the Property Manager.**DISPOSAL CERTIFICATION BY APO**I hereby certify that the above referenced assets have been disposed in the manner stated above.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of APO Date  |