

742-D
5-04

Inventory Use Only

D
TCODE: E
Method: _____
Date: _____

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

REQUEST FOR AUTHORITY TO REMOVE
EQUIPMENT OR OTHER PROPERTY
FROM THE INVENTORY OF A
DEPARTMENT OR DIVISION

(For property that is either obsolete, surplus, unserviceable, damaged, destroyed, lost, or stolen)

DEPARTMENT OR DIVISION _____ CODE _____

TO: PROPERTY MANAGER

I request that the item (or items) listed and described below be removed from the inventory of this department.

INVENTORY NO.	ITEM AND DESCRIPTION	DATE ACQUIRED	VALUE

I have personally examined the item (or items) and request this deletion for the following reasons:

Obsolete _____ Unserviceable _____ Surplus property _____ Damaged _____

Destroyed _____ *Loss _____ *Theft _____ Other _____

*Police Report Attached

The circumstances resulting in this request are:

It is my opinion that this property should (should not) be paid for by the custodian, student, employee, or other person in whose care the item was entrusted at the time of loss or destruction for the following reasons:

Signed _____
Department Head

Deletion
Approved _____
Property Manager

Turn in ALL copies to Property Manager. Once approved your department head will receive a copy.

DO NOT REMOVE ANY COPIES, RETURN TO INVENTORY CONTROL, MB 1138

White – Inventory

Canary – Inventory

Pink – Department Head