



UTPB Request to Remove Property from Inventory

1. Complete this form and retain a copy for your records
2. Submit original report to the Asset Accounting in MB 1220.
3. Copy of report signed by Property Manager will be sent to requesting department after evaluation of request. Missing or stolen property due to negligence or inability to determine cause will be forwarded to appropriate authority/agencies.

Department Name:	Dept Code:
Contact Person:	Phone:

Asset Number	Property Description	Serial Number

- Missing (justification needed) Stolen (must attach police report)
 Other (justification needed) Transfer to another agency
 Trade in (attach Purchase Order with trade in information)
 Obsolete or surplus, sent to TDCJ (can only be chosen by IRD-attach report)
 Obsolete or surplus, sold at auction (can only be chosen by Physical Plant-attach auction report)

Justification for removal:

Signature of Department Head:

Date:

Signature of Property Manager:

Date:

Inventory Use Only

Processed by:

Date: