

# UNIVERSITY OF ALASKA PROPERTY DESTRUCTION AUTHORIZATION & CERTIFICATION

*Please read the "Property disposals" section of the Statewide Property Manual BEFORE completing this form.*

Departmental Property Custodian:	Location of Items:
Unit/Department & Mailing Address:	Date Requested:
	Method used to scrap items:
Approval-Signature of Director/Dept Head	Date Approved

*If advertising, you must attach a copy of the advertisement.*

Qty	Tag Number	Item Description	Condition	Reference

Authorized by Chief Procurement Officer or Designee Signature:	Date
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**APPROVAL FOR DESTRUCTION MUST BE OBTAINED BEFORE COMPLETING THIS SECTION.**  
 All items must be taken to a landfill area or destroyed completely before placing in a dumpster or other receptacle  
 and must be witnessed by at least one other University employee.

**AFTER DISPOSAL, SEND THIS FORM TO YOUR CAMPUS PROPERTY COORDINATOR**

Disposal by (Print Name)	Signature	Date
Witnessed by (Print Name)	Signature	Date

For Property Use Only- Action Taken		
Deleted:	Date:	Amount: