

Property Destruction Authorization & Certification (click here to open form)

This form must be used to obtain authorization from the Chief Procurement Officer or authorized designee for all items to be scrapped. It is also used as a notification to property coordinators for updating the property records after final disposition has been made. The list must contain the descriptive information requested on the face of the form.

1. The departmental property custodian will complete the top section of the report and list the items to be scrapped. For large quantities of items, you may attach a list of the items provided the list contains the information requested on the face of the form.
2. The Director/Department Head shall approve, sign, and date the form.
3. Send the form to your campus property coordinator.
4. The campus property coordinator will submit the form the Chief Procurement Officer or authorized designee for approval.
5. After authorization has been granted (or denied), the form will be returned to the departmental property coordinator.
6. At the time of the disposal, the form must be signed by a University representative disposing of the items. If the property is classified as controlled or sensitive, a second signature by another University representative witnessing the disposal is required.
7. Submit the form to your campus property coordinator. The campus property coordinator will update the property records.