



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
DELETION/TRADE-IN OF AN INVENTORIED ITEM
 (For Unserviceable, or Trade-In Equipment)

Department:	Orgn Code:	Date:
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To: **PROPERTY MANAGER**

I request that the item(s) below be removed from the inventory of this department.

Inventory #:	Item Description:
Inventory Carrying Value:	
I have personally examined the item(s) and request this change for the following reason:	
Disposition Suggested:	
If Trade-In, include the following:	
Purchase Order #:	New Equipment tag#:

All sections must be completed/signed before submitting.

Does the equipment store any data? Yes No
Computing Device Certification: To be completed by IT department.
I certified the equipment has been checked and cleared of any hard drive and storage media.
Print Name: _____ IT Signature: _____ Date: _____

Confidential and Hazardous Certification: To be completed by Custodian/Delegate.
I certify that all item(s) have been declared surplus and cleared of any hazardous material and/or confidential information (i.e. file cabinets, drawers, enclosed areas, etc.). *Attach Decontamination Form (HSCEP OP 75.05, Attachment A) if applicable.
Print Name: _____ Custodian Signature: _____ Date: _____

TO BE COMPLETED BY PROPERTY INVENTORY
SIGNATURE: _____ DATE: _____

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FORM INSTRUCTIONS

DEPARTMENTAL CERTIFICATION FOR SURPLUS OF AN INVENTORIED ITEM FORM

1. **DEPARTMENT** - Enter the name of your department.
2. **ORG CODE** - Enter the level 5 organization code of your department (not the paid account).
3. **DATE** - Enter the current date.
4. **INVENTORY #** - Enter the inventory tag number. This is the number on the inventory tag which was affixed to the property by Property Inventory (not the serial number).
5. **DESCRIPTION** - Enter a brief, but accurate description of the property.
6. **INVENTORY CARRYING VALUE** - Enter the inventory carrying value.
7. **DISPOSITION SUGGESTED** - State how you would like the property disposed of, such as:
 - a. Unserviceable item.
 - b. Use as a trade-in for new property.
8. **COMPUTING DEVICE CERTIFICATION** – Indicate whether or not the equipment store any data. If so, the IT department will need to confirm the data has been cleared.
9. **CONFIDENTIALITY AND HAZARDOUS CERTIFICATION** - Signature of person verifying all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) do not contain any confidential information and was inspected for hazardous materials.
10. **PROPERTY CUSTODIAN** - This is usually the head of the department unless the responsibility has been officially delegated to someone else in writing by the head of the department.
11. **DO NOT ENTER ANY INFORMATION IN THE YELLOW OR GRAYED AREAS.**