



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

<b>Department:</b>	<b>Orgn Code:</b>	<b>Date:</b>
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To: **PROPERTY MANAGER**

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

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

*All sections must be completed/signed before submitting.*

<b>Computing Device Certification: To be completed by IT department.</b>
I certified the equipment has been checked and cleared of any hard drive and storage media.
Print Name: _____ IT Signature: _____ Date: _____

<b>Hazardous Certification: To be completed by Custodian/Delegate.</b>
I certify that the item has been checked and determined to be free of hazardous material.
Print Name: _____ Custodian/Delegate Signature: _____ Date: _____
<small>* Attach Decontamination Form (HSCEP OP 75.05, Attachment A) if applicable.</small>

<b>Confidential Information Certification: To be completed by Custodian/Delegate.</b>
<small>(i.e. file cabinets, drawers, enclosed areas, etc.)</small>
I certify that the item(s) have been checked and determined to be free of all confidential information.
Print Name: _____ Custodian/Delegate Signature: _____ Date: _____

**\*Property custodian signature indicates that all the information above is correct and in agreement.\***

Print Name: \_\_\_\_\_ Custodian Signature: \_\_\_\_\_

<b>TO BE COMPLETED BY PROPERTY INVENTORY</b>	
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## 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** – Signature and name of IT personnel indicates the equipment has been checked and cleared of any hard drive and storage media.
9. **HAZARDOUS CERTIFICATION** – Signature and name indicate that equipment was inspected of any hazardous materials. This section must be completed by the Custodian/Delegate.
10. **CONFIDENTIALITY CERTIFICATION** – Signature of person verifying all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) do not contain any confidential information. This section must be completed by the Custodian/Delegate.
11. **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.
12. **DO NOT ENTER ANY INFORMATION IN THE YELLOW OR GRAYED AREAS.**