



Property Deletion Notification

This form must be completed by the budget manager and submitted to the Office of Business and Finance for all property deletions.
If more space is needed attach a separate sheet.

Note: Please enter the Inventory Asset or Serial# if available. If not available, please indicate why?

Department (from):				
Contact (from):				
		Business Office Only		
Asset Tag or Serial #	Item Description/Reason for Request		Division Code:	
Signature (Dept from):		Date:		
Business & Finance - Transfer Recorded by:		Date:		