

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: