



DISCOVER THE POWER OF IDEAS

Dismantled for Parts Certification

(Revised 05/2016)

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER
Property Management

Use this form to notify Asset Services that property that is no longer operational and its component parts will be used to maintain like university property.

I, the undersigned submitter, do hereby certify that the property detailed below has been found to be in non-operating condition and would best be utilized for parts in the repair of like equipment. I further understand that, if approved, this property will be permanently deleted from the University's property inventory records.

A. UNT Property #	B. Description	C. Model #	D. Serial #

Department Name	Custodian Account #	Form Submitted by	Date
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Submitted by (signature)	Date
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Verified by (Signature of Asset Management Personnel)	Date
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