## UNIVERSITY OF NORTHERN IOWA EQUIPMENT INVENTORY DELETIONS REPORT

**Department Name:** 

Please delete the following items from our equipment inventory in accordance with the deletions code indicated:

UNI# or Serial #	Description	Deletions Code	Remarks/Condition	Contact Person/Dept.

## **Deletions Codes:**

- 1. Equipment sent to Surplus Pool/Auction.
- Equipment used for parts. (Accounting Manager in F&O approval is required) 2.
- 3. Equipment failure or unexpected destruction
- 4. Equipment stolen. (Indicate date Public Safety was notified & case # if available)
- Equipment traded on new purchases. (Enter PO# of new equipment) 5.
- Equipment taken by transferring faculty. (Attach letter of authorization.) 6.
- Equipment not found during last audit. 7.
- Equipment transferred to another department. (Enter new dept. name & contact person.) 8.
- Equipment deemed as e-waste by IT 9.

## FOR DELETION REPORTS OF IT RESOURCES - IT SIGNATURE REQUIRED

The computers or other IT Resources listed above have been properly cleansed of all university data in accordance with university policies and procedures (such as IT-503 Device Disposal Procedure).

Name (print)\_\_\_\_\_ Date\_\_\_\_\_

Signature

Send to: Finance and Operations 122 Lang Hall, Mail Code 0003 Attn: Accounting Manager

Authorized signature (dept. head or administrator) REQUIRED

Date: