UNIVERSITY OF ALASKA
PROPERTY DESTRUCTION AUTHORIZATION & CERTIFICATION

Please read the "Property Disposals" section P-6 of the Statewide Property Manual BEFORE completing this form.

Departmental Property Custodian:	Unit/Department & Mailing Address:	Location of Items:	Date Requested:
Method used to scrap items:	Approval - Signature of Director/Department Head:		Date Approved:

When advertising on the UA SURPLUS LISTING is applicable, you must attach a copy of the advertisement.

QTY	TAG NUMBER	ITEM DESCRIPTION	CONDITION (EXPLAIN IN DETAIL IF NO SURPLUS AD)	REFERENCE

Authorized by Chief Procurement Officer (Signature):	Date:

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.

Disposal by: (Print or type name)	Signature:	Date:
Witnessed by: (Print or type name)	Signature:	Date:

AFTER DISPOSAL, SEND THIS FORM TO YOUR CAMPUS PROPERTY COORDINATOR

For Property Use Only - Action Taken	For Statewide Property Use Only
Deleted: _____ Date: _____ Amount: $_____	Reviewed by: _____ Added to DAUTH: _____
PY-15 Revised 01/96	