



# PROPERTY OFFICE PROPERTY DELETION FORM

**TO: DEPARTMENT PROPERTY OFFICER**

It is requested that the property identified on this form be deleted from the Department's inventory for the reason noted. Please sign and submit form to the Property Office via Campus Mail, Unit #5872, or scan and email to [inventory@tamucc.edu](mailto:inventory@tamucc.edu).

**DELETION (Please check boxes that apply)**

<input type="checkbox"/> Sale:	Date of Approval Letter: _____
	Cash Deposit Slip #: _____

<input type="checkbox"/> Drop Request:	<input type="checkbox"/> Cannibalized for parts* Reminder: Refer to guideline for turning-in shell frame/casing with asset tag.
	<input type="checkbox"/> Damaged

Form submitted by: \_\_\_\_\_ Ext. \_\_\_\_\_  
Print Name

DEPARTMENT: \_\_\_\_\_

Inventory Tag Number 15-XXXXXXXXXX	Property Description

\_\_\_\_\_  
Accountable Property Officer or Alternate Property Officer      Date

\_\_\_\_\_  
Property Accountant Signature      Date      \_\_\_\_\_      Date  
Property Officer Signature