DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

Dismantled for Parts Certification

(Revised 04/2020)

Print Form

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

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

I, the undersigned submitter, do hereby certify that the asset 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 asset will be permanently deleted from the University's asset inventory records.

A. UNT Asset Tag#	B. Description	C. Model #	D. Serial #

Department Name	Custodian Account #	Form Submitted by	Date

Submitted by (signature)	Date

Verified by (Signature of Asset Management Personnel)	Date

University Service Building (USB) TEL. 940.565.2391 | http://assetmanagement.unt.edu
2310 N. Interstate 35 E | Denton, Texas 76205-5712 | Asset.Management@unt.edu