Property Management Office
Discarded/Obsolete Fixed Asset Certification Form

Date: _______________________
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________,
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________,
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________,
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________,
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________,
HUN-00 ______________________, HUN-00 ______________________, HUN-00 ______________________.

________________________________________________________________________________________________

Person using the fixed asset(s):

I, ________________________ (please print), certify that the Hunter College fixed asset(s) listed above is/are obsolete or
no longer useful and will be discarded.

Signed: _______________________
Title: _______________________

_________________________________________________________________________________________________

Person responsible for the fixed asset(s):

I, ________________________ (please print), certify that the Hunter College fixed asset(s) listed above is/are obsolete or no longer useful and will be discarded.

Signed: _______________________
Title: _______________________

_________________________________________________________________________________________________

Person with expertise regarding the fixed asset(s) (i.e. Science Lab Director for science equipment):

I, ________________________ (please print), certify that the Hunter College fixed asset(s) listed above is/are obsolete or no longer useful and will be discarded.

Signed: _______________________
Title: _______________________

Note: If there are additional PCs to be included on this form, please attach a sheet of paper. Thank You

Please mail or fax this form to:
Sophie Deese – Property Manager
East Building – E1510
Tel: 650-3801  Fax: 650-3239