



The City University of New York

**Hunter College
Property Management Office
Discarded/Obsolete Fixed Asset Certification Form**

Date: _____

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 fixed assets to be included on this form, please attach a sheet of paper. Thank You

Please mail or fax this form to:
Sophie McFarlan-Felder - Property Manager
East Building - E1510
Tel: 650-3801 Fax: 772-4769