



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\_\_\_\_\_,
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