

**UNIVERSITY OF MARYLAND, BALTIMORE
ASSETS DELETION FORM**

TAG # _____

Department Code _____ Department Name _____

DESCRIPTION	ORIGINAL COST	FUND SOURCE	REASON CODE	LETTER OF EXPLANATION OF REMOVAL

Prepared by: _____ Phone: _____ Department Head: _____ Date: _____
(Signature)

REASON

REASON CODES:	DESCRIPTION	DOCUMENTATION REQUIRED (01, 02 ASSET TYPE)
10	TRADE IN	Copy of approved requisition/PO indicating trade-in.
11	INVENTORY WRITE OFF	Missing on Inventory - Letter stating it was not found during subsequent investigation by the Chairman.
12	DISCARDED AS UNSERVICEABLE	Documentation that the asset is unserviceable.
13	STOLEN	Must attach a copy of police report filed on asset
14	TAKEN WITH RESEARCHER	Written permission of Department Chairman & Vice President of Graduate Studies and Research.
15	DIVISION TRANSFERRED OUT OF THE UNIVERSITY	Letter from appropriate Dean or Director.
16	DONATED TO OTHER USER	Letter showing specific receipt of items by other.
17	SOLD	Copy if IDT to other campus or bill of sale.
18	IDT TO OTHER CAMPUS/ST. AGENCY	Copy of IDT or "STARS" transaction.
19	ACCOUNTING ERROR	Document showing correction to be made.
20	OTHER	Attach appropriate information.

SEND THIS FORM WITH APPROPRIATE DOCUMENTATION TO: PROPERTY ACCOUNTANT, RM. 02-131
SARATOGA GARAGE & OFFICES
BALTIMORE, MD 21201

Input Appr. _____
Date: _____