

PROPERTY DELETION REQUEST



UNIVERSITY of
NEW ORLEANS

Please complete this form to **request** a deletion and forward to:
Property Control, 113 Campus Police Building or fax to 504-280-5469

Department: _____ Date _____

Equipment Custodian: _____

Phone Number: _____ E-mail Address: _____

DATA ON EQUIPMENT: _____

UNO Inventory #	Serial #	Description	Location (Bldg./Room)

REASON FOR DELETION REQUEST: _____

- Equipment stolen Police Report number: _____
- Equipment destroyed Reason: _____
- Equipment to be dismantled for parts
- Equipment to be traded in toward new purchase

THIS IS ONLY A REQUEST. Property Control will contact you to inform you of the needed documentation to forward the deletion request to LPAA.

Department Chair/Director

Date