

# UNIVERSITY OF IOWA PROPERTY MANAGEMENT

## INSTRUCTIONS: DEDUCTIONS REQUEST FORM

### FORM PURPOSE

Submit this form to remove assets from the departmental inventory. If no tag is visible, there must be adequate serial # and description provided in order to remove asset from records.

Situations which may require using this form include (but are not limited to):

- Equipment has been cannibalized and parts retained to use for repairs.
- Equipment sent through Facilities Management requisition to landfill as junk.
- Equipment has been stolen (attach Department of Public Safety Investigation Report).
- Equipment appears on the departmental inventory report but can no longer be located.

### GENERAL INFORMATION

**DO NOT** use this form to:

- **Trade-in** equipment for a new asset. The tag number of the asset traded-in for a new asset must be noted on the P-req when ordering the new asset in order to both remove the asset traded-in and apply the trade-in to the new asset.
- **Transfer asset** to another department. Initiate an “Internal Transfer of University Equipment” form if the equipment is or has been transferred to another department or sub-department..
- **Request Surplus Removal.** Complete a “Surplus Removal Request” form to request that University Surplus pick up equipment. UIHC Depts: complete a “UIHC Surplus Removal Request”, “UIHC Computer/Peripheral Disposal”, or “UIHC Electronic Equipment Disposal” form.
- **Record sale of equipment by department.** After both sale authorization is received from University Surplus and equipment is subsequently sold, submit a “*Surplus Removal Request*” form to update asset records.

### INSTRUCTIONS

Please print legibly so all assets can be updated correctly. If you need to deduct more assets than the form provides, please attach a listing showing the information as requested on the form.

For each asset to be removed from the departmental inventory, furnish the following:

- UI Tag Number.
- Code: select one of the Deduction Codes printed on the form or select “Other” and write a brief explanation for the deduction.
- Description: enter a brief description of the item to be transferred (e.g., a noun with descriptive adjective(s) and vendor name).
- Serial #: enter the information as recorded on the asset.

Two signatures are required: the first signature shall be the Department Contact requesting/initiating the form and the second signature shall be from the Departmental Executive Officer or designee.

Signature stamps will not qualify as either of the 2 required signatures.

Send completed form to:

***Property Management Office  
609 Jefferson Building***

Upon completion, the Property Management Office will return a copy of the updated form to the Dept Contact.

Questions? Please contact the Property Management Office (335-0118).