

Property Destruction Record

I hereby authorize you to destroy and dispose of the salvage property listed below after removing any property tags and useable parts.

Signature of Department Head or
Accountable Property Officer

Date

Item	Property Number	Description	Method of Disposal
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I certify that on the ____ day of _____, _____, at ____ AM/PM, the property above was destroyed and disposed of according to procedure and all inventory tags were removed.

Printed Name & Title

Signature

Printed Name & Title of Witness

Signature of Witness