

University of Texas Health Science Center at San Antonio

CAPITALIZED SOFTWARE DELETION REQUEST

Date Submitted:

Department Name:

Department ID:

Contact Name:

Phone:

Inventory Tag #	Description	Serial Number

The appropriate method to delete obsolete software from property inventory is as follows:

1. Delete the software from the hard drive of the machine upon which it is stored.
2. Destroy the software installation media.
3. Destroy the accompanying documentation.

I, the undersigned, certify the appropriate methods have been taken to destroy the software listed above.
I request that the property listed above be deleted from the departmental inventory records.

Chair/Director/Administrator Signature:

Chair/Director/Administrator Printed Name/Title:

Approved for disposal:

Manager, Property Control Signature/Date
Or Designee

Please forward one copy to Property Control - Office of Accounting (Campus Mail or email Property Control-Admin).