

## Asset Cannibalization Request

### Instructions

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1. Complete this form using [Adobe Acrobat](#) and sign using a [Digital Signature](#).
2. Email the completed form to [inventory@uta.edu](mailto:inventory@uta.edu).

### Asset #1 Information

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Inventory Contact \_\_\_\_\_ Email \_\_\_\_\_

Department ID \_\_\_\_\_ Location ID \_\_\_\_\_

Tag Number \_\_\_\_\_ Serial ID \_\_\_\_\_

Asset Description \_\_\_\_\_

Original Value \_\_\_\_\_ Depreciated Value \_\_\_\_\_

Acquisition Date \_\_\_\_\_ Did the asset originate as a gift?      Yes      No

New Custodian Name \_\_\_\_\_ New Custodian ID \_\_\_\_\_

### Asset #2 Information

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Inventory Contact \_\_\_\_\_ Email \_\_\_\_\_

Department ID \_\_\_\_\_ Location ID \_\_\_\_\_

Tag Number \_\_\_\_\_ Serial ID \_\_\_\_\_

Asset Description \_\_\_\_\_

Original Value \_\_\_\_\_ Depreciated Value \_\_\_\_\_

Acquisition Date \_\_\_\_\_ Did the asset originate as a gift?      Yes      No

New Custodian Name \_\_\_\_\_ New Custodian ID \_\_\_\_\_

Asset #3 Information

Inventory Contact \_\_\_\_\_ Email \_\_\_\_\_

Department ID \_\_\_\_\_ Location ID \_\_\_\_\_

Tag Number \_\_\_\_\_ Serial ID \_\_\_\_\_

AssetDescription\_\_\_\_\_

Original Value \_\_\_\_\_ Depreciated Value \_\_\_\_\_

Acquisition Date \_\_\_\_\_ Did the asset originate as a gift? Yes No

New Custodian Name \_\_\_\_\_ New Custodian ID \_\_\_\_\_

Certification

I confirm that the transaction above is in compliance with Project ID \_\_\_\_\_.

Principal Investigator Signature \_\_\_\_\_ Date \_\_\_\_\_

My department is requesting approval to cannibalize this capital equipment to use the parts in other University owned equipment. I understand that I am responsible for data security and confirm the data on the assets (if applicable) have been securely erased.

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Manager Signature \_\_\_\_\_ Date \_\_\_\_\_