



## FLORIDA GULF COAST UNIVERSITY RELIEF FROM PROPERTY ACCOUNTABILITY FORM

FROM: (Dept Name) \_\_\_\_\_ (Dept Org #) \_\_\_\_\_

Provide the Reasons or Circumstances for this Request – Required for All Request Types – If Stolen or Missing, Include Police Report

Request Cannibalization: Yes \_\_\_\_\_ No \_\_\_\_\_

PROPERTY#	DESCRIPTION OF PROPERTY (MAKE, MODEL, SERIAL #)	CONDITION	AGE	ACQUISITION COST	CURRENT VALUE	LOCATION

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND REQUEST THAT RELEASE OF ACCOUNTABILITY BE GIVEN FOR THE PROPERTY LISTED.

\_\_\_\_\_  
NAME OF PROPERTY MANAGER (PRINT OR TYPE)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ASST/ASSOC DEAN/DIRECTOR OR ABOVE (PRINT OR TYPE)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY PERSON AND/OR DEPARTMENT RESPONSIBLE FOR RELOCATING PROPERTY**

\_\_\_\_\_  
NAME OF AUTHORIZED RECEIVER (PRINT OR TYPE)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY SURVEY BOARD**

**DATE** \_\_\_\_\_

THE PROPERTY SURVEY BOARD HAS MET THIS DAY AND RECOMMENDS THE FOLLOWING:

- |                              |                          |   |              |
|------------------------------|--------------------------|---|--------------|
| 1. RELEASE OF ACCOUNTABILITY | <input type="checkbox"/> | APPROVED  | MEMBER _____ |
|                              | <input type="checkbox"/> | DEFERRED, SEE REMARKS   | MEMBER _____ |
| 2. CERTIFIED SURPLUS         | <input type="checkbox"/> | TO BE CANNIBALIZED  | MEMBER _____ |
|                              | <input type="checkbox"/> | DONATED: _____  | MEMBER _____ |
|                              | <input type="checkbox"/> | TO BE SOLD/TRADED   | MEMBER _____ |
|                              | <input type="checkbox"/> | JUNKED/DESTROYED  | MEMBER _____ |
| 3. FINAL DISPOSITION         | <input type="checkbox"/> | (1=Destroyed/Junked; 2=Traded; 3=Cannibalized; 4=Missing; 5=Stolen; 6=Donated; 7=Casualty Loss; 8=Sold) |              |

4. REMARKS:

A COPY OF THIS FORM WILL BE RETURNED TO THE DEPARTMENT AFTER REQUIRED APPROVALS HAVE BEEN DOCUMENTED. IF YOU HAVE ANY QUESTIONS ABOUT PROPERTY RECORDS, PROCEDURES OR FORMS, PLEASE CALL DEREK BELL AT X1214.