

Florida Atlantic University Property Accountability Form

Date _____

Survey Document Number _____
(To be assigned by the Property Department)

To: Manager, Property Management, Bldg 10, Room 297

From: _____
(Accountable Officer)

Department: _____

Department Fund: _____ Org: _____

Contact Person: _____ Phone: _____ Email: _____

IT IS REQUESTED THAT RELEASE FROM ACCOUNTABILITY BE GIVEN FOR THE PROPERTY BELOW:

FAU Property #	Description of Property	Serial Number	Location	Original		Condition (See Code)
				Cost	Year	

Condition Code	
E – Excellent	P- Poor
G – Good	T – Trash
F - Fair	

Request for release (check one):

- | | |
|---|---|
| <input type="checkbox"/> Theft, mysterious disappearance*
<input type="checkbox"/> Unaccounted for in annual audit**
<input type="checkbox"/> Worn out, broken – not useable
(pick up required)
<input type="checkbox"/> Obsolete, not needed
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Property to be cannibalized (prior approval required)
<input type="checkbox"/> Trade-in credit amount \$ _____
Signature _____ Date _____
(trade in verification)
<input type="checkbox"/> Purchase Order number of new item _____ |
|---|---|

*Attach a copy of your notification to the police.

** Attach memorandum giving details of loss and stating action (s) taken to prevent future loss of property.

I certify that this is a true and correct statement of the reasons and circumstances for this request.

Accountable Officer: _____ Date: _____

Accountable Office: _____

Print Here

For Property Management Use Only:

Property pick-up witnessed by: _____ Date: _____
(User Department Representative)

Property Disposal witnessed by: _____ Date: _____
(Property Management Representative)

(Property Management Representative)

If property is cannibalized, scrapped or destroyed by Building Services please attach a copy of the work order.