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________

<table>
<thead>
<tr>
<th>PROPERTY#</th>
<th>DESCRIPTION OF PROPERTY (MAKE, MODEL, SERIAL #)</th>
<th>CONDITION</th>
<th>AGE</th>
<th>ACQUISITION COST</th>
<th>CURRENT VALUE</th>
<th>LOCATION</th>
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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
   - APPROVED MEMBER__________________________
   - DEFERRED, SEE REMARKS MEMBER__________________________

2. CERTIFIED SURPLUS
   - TO BE CANNIBALIZED MEMBER__________________________
   - DONATED:__________________________ MEMBER__________________________
   - TO BE SOLD/TRADED MEMBER__________________________
   - JUNKED/DESTROYED MEMBER__________________________

3. FINAL DISPOSITION
   (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.

Form Revision 06/17/05