

**PR20\_.** **PROPERTY ACCOUNTING****PROCEDURE**

Implementation Date: 12/01/94

Revised: 00/00/00

**REQUEST FOR PROPERTY SURVEY REPORT**

It is necessary that the information requested below be provided in order to survey any items from your inventory. Please complete all areas, sign, and return to the Property Office. The department will be contacted by the Property Office when approval has been received for the release of this item. No items should be disposed of prior to this approval. If there are any questions, please call ext: 4539.

1. Department \_\_\_\_\_ Property ID Number \_\_\_\_\_

2. Item Description \_\_\_\_\_  
(As shown on inventory including item, brand, model, serial number)

3. Reason for the Request (ex. salvaged parts, lost, missing, stolen, destroyed etc.). If property is to be traded-in, please provide Req/PO information. Additionally, please provide all pertinent information. When applicable, the Property Survey Board will review for possible culpable negligence. (If the item is stolen, please attach a completed "Public Safety Crime / Incident Report" in lieu of an explanation on this form).

\_\_\_\_\_  
Departmental Inventory Clerk\_\_\_\_\_  
Dean/Director/Chair\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Date Submitted