

# REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.

DATE

## SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- |  |   |
|--|---|
| <input type="checkbox"/> Unserviceable | <input type="checkbox"/> Lost or Stolen         |
| <input type="checkbox"/> Obsolete      | <input type="checkbox"/> Cannibalized for parts |
| <input type="checkbox"/> Damaged       | <input type="checkbox"/> Destroyed              |
|  | <input type="checkbox"/> Others                 |

2. REPORTING ACTIVITY *(Show agency, unit and address)*

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D

4. NAME IN PRINT AND SIGNATURE  
OF CUSTODIAN

DATE

5. NAME IN PRINT AND SIGNATURE  
OF ACCOUNTABLE PROPERTY OFFICER

DATE

## SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

### DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
- b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
- c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

## SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Property has no commercial value.</li> <li><input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction.</li> <li><input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds.</li> <li><input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i></li> </ul> |
|---|---|

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

## SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

2. DATE

3. SIGNATURE OF WITNESS

4. DATE

## SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*

2. DATE

3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*

4. DATE