

DATE

REPORT OF REVIEW OF PROPERTY

NUMBER

PRIMARY ORGANIZATION UNIT

OFFICE OR STATION REPORTING

LOCATION

INSTRUCTIONS

Submit a separate report for each category: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property.

QUANTITY <i>(Each)</i>	DESCRIPTION IN DETAIL	UNIT ACQUISITION COST	TOTAL COST OF UNITS	ESTIMATED PRESENT VALUE
TOTAL				

EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY

CERTIFICATION — I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

 SIGNATURE OF PROPERTY CUSTODIAN

 TITLE

RECOMMENDATION

ALL THE AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT

IT IS RECOMMENDED THAT

DATE

SIGNATURE OF ACCOUNTABLE OFFICER (OR OTHER DESIGNATED OFFICER)

TITLE

FINDINGS AND RECOMMENDATION OF BOARD OF REVIEW

DATE

SIGNATURE

TITLE

DATE

SIGNATURE

TITLE

DATE

SIGNATURE

TITLE

I CONCUR IN THE ABOVE FINDINGS AND AUTHORIZE THAT ACTION BE TAKEN IN ACCORDANCE THEREWITH.

_____ DATE

_____ SIGNATURE OF RESPONSIBLE ADMINISTRATIVE OFFICER

_____ TITLE

DISPOSITION OF PROPERTY

ARTICLE(S) LISTED ON REVERSE SIDE

DATE

SIGNATURE

TITLE