

**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)*

- Unserviceable       Lost or Stolen  
 Obsolete           Cannibalized for parts  
 Damaged             Destroyed  
 Others

2. REPORTING ACTIVITY *(Show agency, unit and address)*3. PROPERTY ITEMS *(See attachment for additional entries)*

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

- a. Property has no commercial value.       e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*  
 b. Health, safety, or security considerations require immediate abandonment or destruction.  
 c. Costs of care and handling exceed expected small lot sales proceeds.  
 d. Regulation or directive requires abandonment or destruction.

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