

REPORT OF PROPERTY FOR SURVEY	1. DATE	2. SURVEY NUMBER	
		A. CO OR REGIONAL BOARD	B. GSA BOARD

3. ACCOUNTABLE ORGANIZATIONAL UNIT	4. ADDRESS AND OFFICE SYMBOL
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5. REASON FOR SURVEY ACTION (<i>Theft, damage, etc.</i>)	6. LOCATION OF PROPERTY
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7. ITEM DESCRIPTION	8. NATIONAL STOCK NUMBER OR SERIAL NUMBER	9. QTY.	10. CAPITALIZED ITEMS			11. NON-CAPITALIZED ITEMS			12. OTHER COSTS
			A. YEAR PURCHASED	B. TOTAL CAP. VALUE	C. TOTAL BOOK VALUE	A. YEAR PURCHASED	B. TOTAL ACQ. VALUE	C. TOTAL EST. FAIR MKT. VALUE	
TOTAL					\$			\$	\$

13. I CERTIFY THAT THE ATTACHED/FOLLOWING STATEMENT(S) ARE TRUE AND COMPLETE, GIVING AS MUCH INFORMATION (*names, dates, etc.*) AS IS AVAILABLE AT THE DATE OF THIS REPORT:

A. NAME AND SIGNATURE OF PROPERTY CUSTODIAN	B. OFFICE SYMBOL	C. DATE	D. TELEPHONE NO.
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14. I HAVE VERIFIED THAT THE STATEMENTS IN THIS REPORT AND ON THE ATTACHMENTS ARE TRUE AND COMPLETE.

THERE ___ (IS) ___ (IS NOT) AN INDICATION OF THEFT, FRAUD, MISMANAGEMENT, OR OTHER MISMANAGEMENT, OR OTHER WRONGFUL ACTS.

THE FINDINGS OF AN INVESTIGATIVE OFFICE ARE:

NEGATIVE

PENDING FURTHER INVESTIGATION: WILL FORWARD WHEN COMPLETED

ATTACHED

A. NAME AND SIGNATURE OF ACCOUNTABLE OFFICER	B. TITLE/OFFICE SYMBOL	C. DATE	D. TELEPHONE NO.
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15A. NAME AND SIGNATURE OF CO OR REGIONAL PROPERTY MGMT. OFFICER	15B. OFFICE SYMBOL	15C. DATE	15D. TELEPHONE NO.
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16A. NAME AND SIGNATURE OF HEAD OF ACQUISITION AND CONTROL UNIT (<i>Operating or A1 Equipment</i>)	16B. TITLE/OFFICE SYMBOL	16C. DATE	16D. TELEPHONE NO.
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17A. FINDINGS OF CO OR REGIONAL BOARD OF SURVEY:

17B. ACTION(S) OF CO OR REGIONAL BOARD OF SURVEY (Check as many as are applicable):

- (1) APPROVES THE REMOVAL OF THE ITEM(S) FROM THE FINANCIAL AND/OR INVENTORY RECORDS.
- (2) RELIEVES THE PROPERTY CUSTODIAN OF ANY LIABILITY, FINANCIAL OR OTHERWISE.
- (3) RELIEVES THE EMPLOYEE USING THE PROPERTY OF ANY LIABILITY, FINANCIAL OR OTHERWISE.
- (4) RECOMMENDS REIMBURSEMENT BE OBTAINED IN THE AMOUNT OF \$ _____ FROM:

NAME: _____ TITLE: _____ OFF. _____

- (5) RECOMMENDS DISCIPLINARY ACTION IN ACCORDANCE WITH THE PENALTY GUIDE (OAD P 5410.L, ch. 3, pt. 8).
- (6) FORWARDS THIS SURVEY TO GSA BOARD FOR FINAL ACTION (When applicable)

17C. SIGNATURES OF CO OR REGIONAL BOARD OF SURVEY MEMBERS REVIEWING THE CASE:

CHAIRPERSON	MEMBER	MEMBER
MEMBER	MEMBER	MEMBER
MEMBER	MEMBER	MEMBER

18A. FINDINGS OF GSA BOARD OF SURVEY (When applicable):

18B. ACTION(S) OF GSA BOARD OF SURVEY (Check as many as are applicable):

- (1) APPROVES THE REMOVAL OF THE ITEM(S) FROM THE FINANCIAL AND/OR INVENTORY RECORDS.
- (2) RELIEVES THE PROPERTY CUSTODIAN OF ANY LIABILITY, FINANCIAL OR OTHERWISE.
- (3) RELIEVES THE EMPLOYEE USING THE PROPERTY OF ANY LIABILITY, FINANCIAL OR OTHERWISE.
- (4) RECOMMENDS REIMBURSEMENT BE OBTAINED IN THE AMOUNT OF \$ _____ FROM:

NAME: _____ TITLE: _____ OFF. _____

- (5) RECOMMENDS DISCIPLINARY ACTION IN ACCORDANCE WITH THE PENALTY GUIDE (OAD P 5410.L, ch. 3, pt. 8).

18C. SIGNATURES OF GSA BOARD OF SURVEY MEMBERS REVIEWING THE REPORT:

CHAIRPERSON	MEMBER	MEMBER
MEMBER	MEMBER	MEMBER
MEMBER	MEMBER	MEMBER

19. CERTIFICATES OF ACCOMPLISHMENT

A. I CERTIFY THAT (Check boxes below as appropriate):

- (1) THE PROPERTY SURVEYED IN THIS REPORT HAS BEEN EXPENDED FROM THE ACCOUNTING RECORDS.
- (2) THE SUM OF \$ _____ HAS BEEN BILLED AS DIRECTED, AND IMMEDIATE STEPS WILL BE TAKEN TO COLLECT AND DEPOSIT THAT AMOUNT.
- (3) THE GENERAL ACCOUNTING OFFICE HAS BEEN ADVISED OF THE CHARGE AS REQUIRED BY 28 STAT. 24 (Title 31 U.S. Code, Section 3531).

B. I CERTIFY THAT THE PROPERTY SURVEYED IN THIS REPORT HAS BEEN REMOVED FROM THE FOLLOWING INVENTORY RECORDS (Check appropriate boxes below):

- (1) PROPERTY INVENTORY MANAGEMENT SYSTEM (PIMS)
- (2) EQUIPMENT DEPRECIATION INVENTORY CONTROL SYSTEM (EDICS)
- (3) AUTOMATED INFORMATION EQUIPMENT INVENTORY SYSTEM

SIGNATURE	DATE	SIGNATURE	DATE
TITLE	OFFICE SYMBOL	TITLE	OFFICE SYMBOL