

U.S. DEPARTMENT OF AGRICULTURE
**REPORT OF UNSERVICEABLE, LOST, STOLEN,
 DAMAGED OR DESTROYED PROPERTY**

PROPERTY REPORT NO.

DATE

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

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

- Unserviceable Lost or Stolen
 Damaged Destroyed

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

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

QUANTITY <i>(Or property no.)</i>	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS, IF ANY	INVENTORY VALUE	EXPLANATION OR DISPOSAL INSTRUCTIONS <i>(Cannot be harmful to the environment)</i>
A	B	C	D

4. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

5. 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 employee negligence involved; therefore, the case is returned to agency officials for appropriate action under the debt collection act.
 c. There appears to be negligence involved; therefore, the case is referred to agency personnel officials for consideration of disciplinary action.

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION III - AUTHORIZATION FOR ABANDONMENT OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for abandonment or destruction in accordance with FPMR 101-45.5 based on any of the following determinations:

- a. Property has no commercial value c. Cost of care and handling exceed expected small lot sales proceeds
 b. Health, safety or security considerations require immediate abandonment or destruction d. Regulation or directive requires abandonment or destruction

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF ABANDONMENT OR DESTRUCTION: *I certify that abandonment or destruction action for the items authorized by 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 ACCOUNTABLE PROPERTY 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