

UNITED STATES
DEPARTMENT OF THE INTERIOR

CERTIFICATE OF UNSERVICEABLE PROPERTY

May only be used when property is unserviceable through fair wear and tear; there are no apparent property irregularities; no need to determine employee financial liability; no possible claims against the Government; firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included.

Page _____ of _____

Certificate No.

Date

A. Originating Office and Telephone No. (include area code)

Accountable Office and Location

Identified Item(s) are:

Unserviceable Obsolete Other (specify)

STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE

B. Recommended disposition (check one): Repair / Reutilization Sale / Trade-in Salvage Scrap / Destruction Abandon Other (specify):

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government.

Signature of Cognizant Employee:

Date:

Signature of Custodial Officer:

Date:

Property Staff Recommendations:

Signature:

Date:

Signature of Accountable Officer:

Date:

C. Reviewing Authority: Approved Disapproved
 Comments Attached

Signature:

Date:

D. Certificate of destruction: I certify that the Item(s) No.(s) _____ listed above has been destroyed.

Official Responsible for Destruction:

Title:

Signature:

Date:

Witness Name:

Title:

Signature:

Date:

E. Adjustment to property records (Property Official Signature):

Date Completed:

Financial Official (If Required):

Date Completed: