

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
<b>TOTAL</b>				

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