UCF

UNIVERSITY OF CENTRAL FLORIDA
REQUEST FOR RELIEF OF RESPONSIBILITY FOR PROPERTY TRADED OR CANNIBALIZED

Clear Entries

FAX completed form to 407-823-6455

Please run FXAM_LISTOFASSETS_BY_DEPT_PROJ to verify item has been removed from department's inventory.

Submitted By:

_____ Custodian (Type or Print)

_____ Signature _____ Date

_____ Dean or Director (Type or Print)

_____ Signature _____ Date

_____ Department Name _____ Department Account

_____ Building Name _____ Room Number

INSTRUCTIONS FOR USE: Prepare in triplicate; forward original and one copy to Property & Inventory Control; keep one for your records. Copy will be returned to you indicating final action taken by Property Board.

NOTE: DO NOT USE THIS FORM FOR LOST/STOLEN PROPERTY. USE FORM 41-812A INSTEAD AND FOLLOW INSTRUCTIONS THEREIN.

QTY	DESCRIPTION	DECAL NUMBER		VALUE		CONDITION			
		PREF	NUMBER	BOOK	EST CURRENT	GOOD	FAIR	POOR	SCRAP

REASON FOR REQUEST: ☐ Trade-in on PO Number _____ ☐ Cannibalize

BRIEF JUSTIFICATION FOR RELIEF: _____

SIGNATURES:

_____ Board Chairman

_____ Member

_____ Member

_____ Member

_____ Member

Property with a total book value of $1,000 or more per form requires signature from Vice President of Admin. And Finance

_____ Vice President of Admin. & Finance

PROPERTY BOARD ACTION:

Traded ☐

Cannibalized ☐

Form#41-812B Rev. 10/08/2004