



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

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

Reminder: This form should be completed and forwarded to the Property Board PRIOR to any cannibalization or trade-in by the department.

INSTRUCTIONS FOR USE:

1. Fill out all information using the value found under the Asset Cost History in PeopleSoft for Book Value, and an accurate estimate of the current market value of the asset.
2. Include all documentation (quotes, repair estimates, etc.) that supports your request for disposition. If you have additional items to submit that do not fit on this sheet, please feel free to add additional sheets with relevant information as needed. You will attach this information to the email that will be generated at the end of this process.
3. Apply digital signatures from the Property Custodian and Dean or Director of the department or project which owns the asset.
4. Click the submit button at the bottom of this page. This will generate an email to Property@ucf.edu and SurplusProperty@ucf.edu.
5. Once you have received **approval** from the Property Board, log into UCF Financials and run the query FXAM_LISTOFASSETS_BY_DEPT_PROJ to verify item has been removed from your inventory.

After you have submitted this form and any related documentation, the Property Board will review the request.

You will be notified by the UCF Property Board representative indicating final action taken by the committee.

QTY	DESCRIPTION	DECAL NUMBER		BOOK	VALUE EST CURRENT	CONDITION
		PREF	NUMBER			

JUSTIFICATION FOR RELIEF:

Reason for Request:

Trade in on PO Number

Submitted by:

Custodian (Type or Print)

Dean or Director (Type or Print)

Signature

Date

Signature

Date

Department/Project Name

Dept./Project Number

Building Name

Room Number