

PROPERTY DISPOSAL AUTHORIZATION AND SURVEY REPORT

REPORT NO. _____

NAME OF POST _____

DATE _____

DAMAGED

MISSING

FOREIGN EXCESS

REPLACEMENT

ITEM NO.	DESCRIPTION	QUAN-TITY	UNIT	UNIT COST	TOTAL COST	
					LOCAL	U.S. \$
TOTAL						

EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY

I CERTIFY THAT THE FOREGOING IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

(Signature of Responsible Party)

(Date)

ACCOUNTABLE OFFICER, STATEMENT AND RECOMMENDATIONS

(Signature of Accountable Officer)

(Date)

PROPERTY MANAGEMENT OFFICER

- REQUEST AND RECOMMENDATION APPROVED
- REFERRED TO PROPERTY SURVEY BOARD

(Signature of Property Management Officer)

(Date)

BOARD OF SURVEY FINDINGS AND DECISION

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

PROPERTY DISPOSAL OFFICER

Action Taken:

(Signature)

(Date)

BUDGET AND FISCAL OFFICER

Action Taken:

(Signature)

(Date)

ACCOUNTABLE PROPERTY OFFICER

Action Taken:

(Signature)

(Date)