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| **UAMS%20logo** | **Release of Property Accountability Form** |

Dept. Property Admin        Date

Cost Center    

Dept. Name

The above Dept Property Administrator (DPA) requests relief from accountability for property described below. The DPA is required to receive Environmental Health & Safety certifications when items are contaminated or pose health hazards, and certify their safety prior to removal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  **No.** | **Property**  **Tag No.** | **Description** | **Item**  **Cost** | **Disposition**  **Number** |
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Disposition:

1. Unlocated – Issuer must attach a copy of letter to UAMS Police.
2. Stolen – Issuer must attach a copy of UAMS Police Report.
3. Damaged or destroyed – Advise details by attachment.
4. Red tagged by Environmental Health & Safety.
5. Replaced by other equipment – Was item traded in:  Yes  No
6. Department requests cannibalization authorization.
7. Usable, but unneeded by department.
8. Specify other

I hereby certify that the above is a true and complete statement of reasons for the above request.

DPA Signature

U.A.M.S. Approval

Send Original to the Property Services Department.

KEEP A COPY FOR YOUR RECORDS