

**Unaccounted Inventory Form**

Date: \_\_\_\_\_ Survey Board Document #: \_\_\_\_\_  
 Requestor's Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**SECTION 1- PROPERTY DESCRIPTION (REQUIRED FOR ALL REQUEST TYPES)**  
 IT IS REQUESTED THAT RELEASE FROM ACCOUNTABILITY BE GIVEN FOR THE PROPERTY BELOW:

FAU Property #	Description of Property (Name, Make, Model)	Serial Number	Location	Acquisition Cost	Acquisition Date

**SECTION 2-CERTIFICATION (REQUIRED FOR ALL REQUEST TYPES)**

After a thorough search conducted by our department, along with the Property Department, it has been concluded that the listed item(s) have not been found. I am aware that these items were inadvertently disposed. Please remove the item(s) from my accountability. I have since taken the necessary steps in ensuring all departmental staff and faculty know the proper procedures for disposing of such items.

Cost Center Manager (Print): \_\_\_\_\_  
 Cost Center Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3- SURVEY BOARD ACTION:**

RELEASE OF ACCOUNTABILITY ON: \_\_\_\_\_  
 REMARKS: \_\_\_\_\_  
 \_\_\_\_\_