



## PROPERTY ACCOUNTABILITY RELEASE FORM

Reference: [OP-D-2-F H](#)

For Use by Property Services Only:

Control # (Prop Svcs Use Only)	
Release of Accountability is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Corrective action required: <input type="checkbox"/> SRAS Approval <input type="checkbox"/> EHS Approval <input type="checkbox"/> Authorized Signature	

Pickup by Surplus Property Requested Building (for pickup)  Room # (for pickup)

Date Requested:  Dept ID:  Phone:  Contact:

Tag#	Capital Asset?	Category	Description	Serial#	Disposition Method	Fund <sup>^^</sup>	Scrub Initials
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						

*If additional lines are needed please use the [Property Accountability Release Form Addendum \(AR 212a\)](#)*

\* A [police report](#) is required for this Disposition Method; complete Sections 2 and 3      \*\* Prior approval is required for this Disposition Method      \*\*\* Property Services use only  
<sup>^</sup> If pickup by Surplus Property is required, please indicate the item's location in the Description field      ^^ Funds 520-570 requires routing to Sponsored Research Accounting Services

### Section 1 - PROVIDE THE REASONS OR CIRCUMSTANCES FOR THIS REQUEST (required for all Disposition Methods)

**Note:** If the Category is 'Computer' and the Disposition Method is A-F, please go to <http://controller.vpfa.fsu.edu/Property-Accounting/Frequently-Asked-Property-Questions> for detailed information on hard drive scrubbing. Items in other categories (electronics, office equipment, scientific equipment, other) could also have hard drives and must be scrubbed. List each item individually with the initials of the employee who scrubbed it.

**Note 2:** If any items may contain hazardous materials, please contact the Environmental Health and Safety Office at 644-6895 prior to disposal.

### Section 2 - DESCRIBE ACTIONS TAKEN TO LOCATE THE ITEM(S) OR RECOVER COSTS (required for Disposition Methods H-J)

**Note:** If the Disposition Method is I. Missing or J. Stolen, please include the date the item was last seen and dates of all subsequent searches.

### Section 3 - DESCRIBE PROCEDURES TO CONTROL ITEMS AND PREVENT FUTURE LOSSES (required for Disposition Methods H-J)

### Section 4 - CERTIFICATION (required for all Disposition Methods)

I certify the above sections are true and complete to the best of my knowledge and request, with the exception of "missing" items, a release of accountability be given for the property listed. I certify the property missing was not accounted for and every effort was made to locate it. Our department will continue to try to locate any missing items and will notify Property Services if they are located.

PROPERTY MANAGER SIGNATURE

DEAN / DIRECTOR / DEPARTMENT HEAD SIGNATURE

CONTRACTS & GRANTS SIGNATURE

*(Required for Funds 520-570; email form to [SRASProperty@fsu.edu](mailto:SRASProperty@fsu.edu))*