

4980-FLORIDA INTERNATIONAL UNIVERSITY

REPORT OF SURVEY

Request for Retirement of Property

Department Name / Project Name: _____

Activity Number / Project ID: _____

Cost Center			
Activity Nbr: _____	Cost PID: _____	Task: _____	Budget Ref: _____
Optional fields, use if applicable:			
Cost PID - To track expenses related to faculty allocations.			
Task - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
Budget Ref - To track specific years for Financial Aid and COM only.			
OR			
Project: _____	Fund: _____		
Optional field, use if applicable:			
Fund - To be used for Cost Share only			

TO: University Property Survey Board

TO: Chief Financial Officer & Senior Vice President

Date: _____

Relief of accountability is requested for the property listed. I certify that the attached statements are complete and true to the best of my knowledge and belief.

Accountable Officer Name _____ Signature _____

(Effective July 1, 2011, this form is only required for assets with a cost of \$5,000.00 or greater.)

FIU Tag #	DESCRIPTION	COST	REC'D	REASON**	LAST SEEN

1. If reason is STOLEN or LOST, Public Safety/Police Report must be attached and a brief memo indicating corrective action to be taken to prevent this from happening in the future.
2. If CANNIBALIZED, attach a Cannibalization Form.

* **Office of Research and Economic Development (ORED) - approval is REQUIRED for grant funded projects ONLY**

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Print Name _____ Signature _____ Date _____

UNIVERSITY BOARD OF SURVEY

Action-Approved Date _____

Secretary, David Fletcher
University Property Survey Board

Kenneth Jessell
CFO & Senior Vice President
Florida International University
Business and Finance Date _____