

4980-FLORIDA INTERNATIONAL UNIVERSITY

**REPORT OF SURVEY**  
**Request for Retirement of Property**

Department / Project Name: \_\_\_\_\_

Department / Project Id \* \_\_\_\_\_

TO: University Property Survey Board

TO: Chief Financial Officer / 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 \_\_\_\_\_

FIU TAG NUMBER	DESCRIPTION	ACQUISITION COST	DATE REC'D	REASON **	DATE LAST SEEN

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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 Sponsored Research Adm. (OSRA) approval is REQUIRED for project / grant Dept. ID's ONLY**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**UNIVERSITY BOARD OF SURVEY**

Action-Approved Date \_\_\_\_\_

\_\_\_\_\_  
Secretary, David Fletcher  
University Property Survey Board

\_\_\_\_\_  
Vivian A. Sanchez  
Chief Financial Officer  
Florida International University  
Business and Finance Date \_\_\_\_\_