

WINTHROP UNIVERSITY

REQUEST FOR RELIEF OF ACCOUNTABILITY FOR PROPERTY

Date: \_\_\_\_\_

From: Dept. Name \_\_\_\_\_ Dept. No. \_\_\_\_\_

SECTION 1: RELIEF OF ACCOUNTABILITY IS REQUESTED ON THE FOLLOWING EQUIPMENT

Location of Property \_\_\_\_\_ WU Decal No. \_\_\_\_\_

Description \_\_\_\_\_ Serial or Model No. \_\_\_\_\_

Date Acquired \_\_\_\_\_ Condition \_\_\_\_\_ Cost \_\_\_\_\_

Source of Funds (please circle) : State Federal Other

Please check reason for relief of accountability:

- 1. Lost or Stolen (If lost or stolen, complete Section II.)
2. Replaced by purchase of new equipment (If traded, complete Section III.)
3. Transferred within the Department from Room No. to Room No.
4. Equipment removed from use / being held for parts to repair / rebuild other equipment

Dept. Accountable Officer

SECTION 2: TO BE COMPLETED ONLY ON LOST OR STOLEN PROPERTY

- 1. Name of individual directly responsible for equipment lost or stolen
2. Date and Time of Loss
3. Circumstances regarding loss
4. Has Provost and Security been notified? Date
5. What steps have been taken to prevent further losses?
6. Other remarks: (Use reverse side)

Dept. Accountable Officer

SECTION 3: TO BE COMPLETED ONLY WHEN PROPERTY IS TRADED

- 1. Name of Vendor to whom property is to be traded
2. Trade in Allowance
3. Reason for Trading

Dept. Accountable Officer