

**GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM**

SECTION: XXV

PAGE: 52

EXHIBIT NO: _____

SUBJECT TITLE: REPORT OF SURVEY (Part 1 of 2) (Revised April 1987)

REPORT NO. _____
DATE: _____

MEMORANDUM

To: Director, Department of Administration

Via: Plant & Property Management Section,
General Services Agency

From: _____

Subject: Equipment Survey

We certify that the property(ies) listed on this Report of Survey is(are) recommended for disposition to be made thereof as indicated. As Head of this Department, I certify disposition of the government property as the need arises, and determine liability relative to lost, usefulness, stolen and/or damaged property.

ITEM NO.	PROPERTY NO.	DESCRIPTION	VALUE	DISPOSITION			
				A	B	C	D

- * A - To be destroyed
- B - Advertised for sale.
- C - Transferred to GSA.
- D - Used for repairs.

Prepared by: _____

Certified by: _____

DEPT'S. PROPERTY OFFICER

DEPARTMENT/AGENCY HEAD

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SECTION: XXV

PAGE: 53

EXHIBIT NO: _____

(Revised April 1987)

SUBJECT TITLE: REPORT OF SURVEY (Part 2 of 2)

REPORT NO. _____

DATE: _____

Date and Circumstances: _____

Findings: _____

Recommendations: _____

SHOULD INCLUDE RECOMMENDATION FOR COLLECTION FROM RESPONSIBLE EMPLOYEES(S) OR RELEASE FROM LIABILITY.

(TO BE COMPLETED ON SURVEY OF UNSERVICEABLE PROPERTY)

We certify that the property listed on Part 1 of this report has been inspected by our office and recommend disposition to be made thereof as indicated.

**Plant & Property Management
Section Supervisor:**

**Approved by: _____
 Dept's Property Officer**

Date: _____ Date: _____

**Accepted by: _____ Date: _____
 Director of Administration**

NOTE: Additional sheets of paper, properly captioned, may be used if necessary. Upon completion of this report, a copy will be provided to the Department/Agency Property Officer, General Services Agency, and the Director of Administration by the Plant and Property Management Section