

**REQUEST FOR RELIEF OF ACCOUNTABILITY  
FOR NON-EXPENDABLE PERSONAL PROPERTY  
(Title Not Vested with University)**

DATE: \_\_\_\_\_  
(MM/DD/YY)

AWARD NO: \_\_\_\_\_

ASSET NO.	TAG NO.	DESCRIPTION	COST

Reason for request:

Obsolete  Damaged  \*Lost  \*Stolen

Other \_\_\_\_\_

Reasons for obsolescence or damage:

Based upon my personal knowledge or investigation, I hereby certify that the reasons for obsolescence are factual and/or claims of damage are not due to negligence or failure to provide adequate security or property protection.

Signed by: \_\_\_\_\_

Property Custodian

\*Requires Form RMP-001 - Report of Loss or Damage of State Property