MEMORANDUM

To: Inventory Management

From: _________________________ Department _________________________
(Principal Investigator or Department Head)

CONTRACT NUMBER: _____________________________

ACCOUNT CODE: _____________________________

SUBJECT: Request for Relief of Accountability for Nonexpendable Personal Property (Title Not Vested with University)

<table>
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<tr>
<th>When Acquired</th>
<th>Description of Property and Serial Number</th>
<th>Decal No.</th>
<th>Cost</th>
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Reason for Request:

Lost _____ Stolen _____ Damaged _____ Obsolete _____

Other ________________________________________________________

Factual data and circumstances surrounding the loss, damage, etc., are:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Based upon my personal investigation, I hereby certify this loss is not due to negligence or failure of the custodian to provide adequate security or property protection.

Signed by: _________________________________
           Principal Investigator or Department Head