

## PROPERTY STATUS / TRANSFERRED / DISPOSAL REPORT

**Instructions:** The employee wishing to dispose or transfer Non-Capitalized Assets (<\$5,000) or Capitalized Fixed Assets (>\$5000) needs to fill out this form. The form then should be signed by Dean, Director, or Designee and distributed as below.

*Distribution: Original- Procurement, 1 Copy-Unit Files, 1 Copy-Maintenance (for disposal request)*

1. Date of Report: \_\_\_\_\_
  2. TO: Procurement Office - Property Control Officer
  3. FROM: \_\_\_\_\_  
Dean/Director/Designee  
\_\_\_\_\_  
College/Division
  4. Description of Property with UOG Tag No(s) and/or Serial number (if no UOG tag):  
\_\_\_\_\_  
\_\_\_\_\_
  5. Property Status:
    - a. \_\_\_ Stolen, Lost or Missing    b. \_\_\_\_\_ Damaged
    - c. \_\_\_ Unserviceable            d. \_\_\_\_\_ Donated/Estimated Value \$\_\_\_\_\_
  6. Property [was / was not] purchased with federal funds.
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7. This section to be filled out for transfer purposes only.
 

Transferred by:  _____ College/Division  _____ Signature /Dean /Director/Designee	Received by:  _____ College/Division  _____ Signature /Dean /Director/Designee
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  8. Effective date of Transfer: \_\_\_\_\_
  9. Remarks: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE (Dean, Director, Designee)**

(Rev 9.21.2018)

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