



CAPITAL PROPERTY ACCOUNTABILITY RELEASE FORM

Reference: [4-OP-D-2-F](#)

For Controller's Office Use Only

Control #

Release of Accountability is: Approved Not Approved

Corrective action required: SRAS Approval EHS Approval Authorized Signature

This form is required in order for the department to be released from accountability when disposing of **ALL capital items** (with a cost of at least \$5,000). Once appropriate approvals have been granted, the department Property Manager may coordinate the physical disposal of capital items through **Facilities**. **An approved Capital Property Accountability Release Form MUST be attached to any Facilities work order requesting the disposal of a capital item.** Items under a Project must route to Sponsored Research Accounting Services.

Required Environmental Health & Safety (EH&S) Certification

Date Requested:

Dept ID:

Phone:

Contact:

Tag#	Description	Disposition Method	Project	Net Book Value (NBV) <small>*Controller's Office Use Only*</small>

If additional lines are needed please use the [Property Accountability Release Form Addendum](#)

* A police report is required for this Distribution Method.

**An [Inventory Shortage Form](#) is required for this Disposition Method; complete Sections 2 and 3.

*** For Trade-Ins please complete this form and attach to the requisition involving the Trade-In. Also, list the Trade-In credit/value given in Section 1 of this form.

Section 1 - PROVIDE THE REASONS OR CIRCUMSTANCES FOR THIS REQUEST

Note: Provide justification and documentation as required for this request per [Property Policy 4-OP-D-2-F, Section I. Dispositions](#).

Section 2 - DESCRIBE ACTIONS TAKEN TO LOCATE THE ITEM(S) OR RECOVER COSTS (required for Disposition Methods G-I)

Note: If the Disposition Method is Missing or Stolen, please include the date the item was last seen and dates of all subsequent searches.

Section 3 - DESCRIBE PROCEDURES TO CONTROL ITEMS AND PREVENT FUTURE LOSSES (required for Disposition Methods G-I)

Section 4 - CERTIFICATION (required for all Disposition Methods)

I certify the above sections are true and complete to the best of my knowledge and request, with the exception of "missing" items, a release of accountability be given for the property listed. I certify the property missing was not accounted for and every effort was made to locate it. Our department will continue to try to locate any missing items and will notify the Controller's Office if they are located. I further certify that if property is being scrapped or disposed as surplus, it is obsolete, uneconomical / inefficient, and/or serves no useful purpose to this department.

PROPERTY MANAGER SIGNATURE

SPONSORED RESEARCH ADMINISTRATION SIGNATURE

(Required for Funds 520-570; email form to SRA-Approvals@fsu.edu)

CONTROLLER'S OFFICE SIGNATURE

If C&G-funded property, indicate title:

FSU - Conditional FSU - Unconditional Sponsoring Agency

**** Do not e-mail completed AR forms for Trade-Ins to the PAS-Property mailbox. Please attach them to the Requisition involving the Trade-In ****