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| U.S. DEPARTMENT OF AGRICULTURE | PROPERTY REPORT NO. | DATE |
| REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY |  |       |
| SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT |
| 1. STATUS OF PROPERTY *(Check only one - report each type separately)* | 2. REPORTING ACTIVITY *(Show agency, unit, and address)* |
| [ ]  Unserviceable[ ]  Obsolete[ ]  Damaged | [ ]  Lost or stolen[ ]  Cannibalized for parts[ ]  Destroyed[ ]  Others |       |
| 3. PROPERTY ITEMS *(See attachment for additional entries)* |
| QUANTITY*(Or property no.)* | ITEM DESCRIPTION AND OTHER DETAILS, INCLUDINGSERIAL NUMBERS AND ACQUISITION DATE*(Give present condition and estimated cost of repair)* | ACQUISITION COST | EXPLANATION/DISPOSAL INSTRUCTIONS*(If lost, stolen, or destroyed, give detail.**Was this reported to proper authorities?)* |
| (A) | (B) | (C) | *(D)* |
|                                                         |                                                         |                                                         |                                                         |
| 4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN | DATE | 5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER | DATE |
|       |       |       |       |
| SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATIONDETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY |
| 1. After due consideration of all known facts and circumstances in this case, it is determined that:[ ]  a. The loss, theft, damage, or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.[ ]  b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act.[ ]  c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action. |
| 2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER | 3. DATE |
|       |       |
| SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY |
| 1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3 (D): |
| [ ]  a. Property has no commercial value.[ ]  b. Health, safety, or security considerations require immediate abandonment or destruction.[ ]  c. Costs of care and handling exceed expected small lot sales proceeds.[ ]  d. Regulation or directive requires abandonment or destruction. | [ ]  e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)* |
| 2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER | 3. DATE |
|       |       |
| **SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION:**I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3 (D). |
| 1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER | 2. DATE |
|       |       |
| 3. SIGNATURE OF WITNESS | 4. DATE |
|       |       |
| SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS |
| 1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)* | 2. DATE |
|       |       |
| 3. SIGNATURE OF FISCAL OFFICER *(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)* | 4. DATE |
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**AD-112 (Rev. 3/94)**