

**4980-FLORIDA INTERNATIONAL UNIVERSITY**

**REPORT OF SURVEY**

**Request for Retirement of Property**

Department Name / Project Name: \_\_\_\_\_

Activity Number / Project ID: \_\_\_\_\_

Cost Center			
Activity Nbr: _____	Cost PID: _____	Task: _____	Budget Ref: _____
<b>Optional fields, use if applicable:</b>			
<b>Cost PID</b> - To track expenses related to faculty allocations.			
<b>Task</b> - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.			
OR			
Project: _____	Fund: _____		
<b>Optional field, use if applicable:</b>			
<b>Fund</b> - To be used for Cost Share only			

TO: University Property Survey Board

TO: Chief Financial Officer & Senior Vice President

Date: \_\_\_\_\_

Relief of accountability is requested for the property listed. I certify that the attached statements are complete and true to the best of my knowledge and belief.

Accountable Officer Name \_\_\_\_\_ Signature \_\_\_\_\_

**(Effective July 1, 2011, this form is only required for assets with a cost of \$5,000.00 or greater.)**

FIU Tag #	DESCRIPTION	COST	REC'D	REASON**	LAST SEEN

1. If reason is STOLEN or LOST, Public Safety/Police Report must be attached and a brief memo indicating corrective action to be taken to prevent this from happening in the future.
2. If CANNIBALIZED, attach a Cannibalization Form.

\* **Office of Research and Economic Development (ORED) - approval is REQUIRED for grant funded projects ONLY**

**REPORT OF SURVEY**  
**Request for Retirement of Property**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNIVERSITY BOARD OF SURVEY**

Action-Approved Date \_\_\_\_\_

Secretary, David Fletcher  
University Property Survey Board

\_\_\_\_\_  
Kenneth Jessell  
CFO & Senior Vice President  
Florida International University  
Business and Finance Date \_\_\_\_\_