

FORT VALLEY STATE UNIVERSITY

Office of the Comptroller

REPORT OF PROPERTY DISPOSAL

Date: _____

Department: _____

Decal No.	Description	Building/Room Location

Department Head or Property Representative

Date

OIT Representative

Date

Vice President for Business and Finance

Date

**Please submit original copy of this form to the Comptroller
after the Vice President for Business & Finance has signed.**

To: Plant Operations

Please pick up the above property at the building/room location above. If computer equipment, please certify that the hard drive has been removed by the Computer Center before pickup.

Date: _____

Signed: _____
Property Control Officer