

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

Comptroller

Date

Please submit original copy of this form to the Comptroller.

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