

Date \_\_\_\_\_

MEMORANDUM

To: Inventory Management

From: \_\_\_\_\_ Department \_\_\_\_\_  
(Principal Investigator  
or Department Head)

CONTRACT NUMBER: \_\_\_\_\_

ACCOUNT CODE: \_\_\_\_\_

SUBJECT: Request for Relief of Accountability for Nonexpendable Personal  
Property (Title Not Vested with University)

When Acquired	Description of Property and Serial Number	Decal No.	Cost

Reason for Request:

Lost \_\_\_\_\_ Stolen \_\_\_\_\_ Damaged \_\_\_\_\_ Obsolete \_\_\_\_\_

Other \_\_\_\_\_

Factual data and circumstances surrounding the loss, damage, etc., are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based upon my personal investigation, I hereby certify this loss is not due to negligence or failure of the custodian to provide adequate security or property protection.

Signed by: \_\_\_\_\_  
Principal Investigator or  
Department Head

Form 21 (3/95)