

UNIVERSITY OF HAWAI'I
FORM INSTRUCTIONS
REQUEST FOR RELIEF OF ACCOUNTABILITY FOR NON-EXPENDABLE PERSONAL PROPERTY
(TITLE NOT VESTED WITH UNIVERSITY) (FMIS-75)

PURPOSE: This form is used to submit requests to the University of Hawai'i Property and Fund Management Office for relief of accountability for non-expendable personal property for which title is not vested with the University.

DATA ITEM	COMPLETION INSTRUCTIONS
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All asset(s) recorded on the same form for which relief of accountability action is being requested must be recorded in the same system campus and accountable under a common award number. The asset(s) must also be assigned to the property custodian signing the form.

CAMPUS Enter system campus in which the asset(s) are recorded.

DATE Enter date form prepared.

AWARD NO. Type or print award number as recorded by the Office of Research Services.

PROPERTY DATA

ASSET NO. Enter 10-digit asset number from property record.

DECAL NO. Enter 5 or 6-character UH decal number from property record.

DATE ACQUIRED Enter date of acquisition from property record.

DESCRIPTION Enter description from property record.

COST Enter cost from property record.

REASON FOR REQUEST Enter "X" in appropriate space or provide a reason in "Other."

NARRATIVE SECTION Provide brief justification for request based on obsolescence, damage, or loss.

SIGNED BY Signature of property custodian.