

LS1

**LEVY COUNTY
REPORT OF SURVEY – LOST/STOLEN**

Date _____

Accountable Officer _____ Dept. Contact _____

Dept. Code _____ Dept. _____ Phone # _____

The above accountable officer requests relief from accountability for the property described below:

Asset #	Description	Date Acquired	Item Cost	Acct. Purposes Only Disposition

Reason for request: ("X" ONE REASON ONLY) ISSUER MUST PROVIDE THE FOLLOWING INFORMATION:

STOLEN – issuer must attach a copy of Police Report or Case # _____

LOST

Person(s) accountable for property : _____

Action taken to locate property (Must be thorough description):

How was item secured, stored or accounted for:

(Lock and key, assigned to an individual, in a limited access area, periodic spot check, logged in and out, etc.)

Attach additional sheet(s) if needed.

Procedure that has been implemented to control property loss (Explain):

I hereby certify that the above is a true and complete statement of reasons for the above request.

Accountable Officer Signature: _____ Date: _____

Department Head: _____

FOR SURVEY BOARD ONLY – DO NOT WRITE IN THIS SPACE

Approved per request Disapproved Other _____

Survey Board Approval _____ Date _____

Department retain SIGNED copy – Forward SIGNED ORIGINAL to Levy County Clerks Office, Finance Dept./Asset Mgr.