



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURES

Guam Community College
P.O. Box 23069, GMF Barrigada, Guam 96921

Subject Title: **CERTIFICATE OF LOSS OF GOVERNMENT PROPERTY**

NO _____
Assigned by Inventory Mgmt Officer

DEPARTMENT _____ DATE ____/____/____

I _____
NAME(PLEASE PRINT CLEARLY) TITLE

hereby certifies to the loss of property of the Government of Guam as itemized below. The loss was due to the following cause :

EXPLANATION:

PROPERTY NO.	DESCRIPTION	EQUIPMENT SERIAL NUMBER	TOTAL VALUE

If necessary, additional sheets of paper may be used if properly captioned

Are there any supporting document(s) referencing this loss? (i.e.g., an official police report, memorandum, etc ...)

☐ NO ☐ YES - Please state type _____

Please *attach* all documentation to this form and forward to the Inventory Management Officer. A copy of this report and other supporting documents will be sent to your department for your records.

ATTESTED

SIGNATURE

☐ ACCEPTED

DEPARTMENT/AGENCY DIRECTOR

FORWARD to Inventory Management Officer to record, update database and file!