



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURES

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

SAMPLE

Subject Title: CERTIFICATE OF LOSS OF GOVERNMENT PROPERTY

NO: COL-6000

Assigned by Inventory Mgmt Officer

DEPARTMENT TOURISM & HOSPITALITY, Trades & Professional Services

DATE 05 /25/ 2004

Josephine Cruz

Assistant Professor

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: See attached Documents

PROPERTY NO.	DESCRIPTION	EQUIPMENT SERIAL NUMBER	TOTAL VALUE
<u>000825</u>	<u>Computer Tower & Keyboard</u>	<u>A7305B896719</u>	<u>\$ 3375.00</u>

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 form: Police Report NUMBER /E-MAIL/INCIDENT REPORT

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 record.

ATTESTED

SIGNATURE

☐ ACCEPTED

V.P. BUSINESS & FINANCIAL AFFAIRS

Inventory Management Officer