



DEPARTMENT OF EDUCATION

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Judith T. Won Pat, Ed. D.
Superintendent of Education

CARMEN T. CHARFAUROS
Supply Management
Receiving & Property Management
Administrator

Report of Survey

Date:

From:

Subject:

Circumstances/Reasons:

Findings & Recommendations: (Please provide pictures of the survey)

☒ select certifier/approver

☐IT equipment (FSAIS)

☐Cafeteria equipment (FNS)

☐Freon removal (F&M)

☐Textbook (C&I-attach clearance)

☐USDOE Fixed Asset (Federal Program)

FP Administrator:print first & last name

Signature/Date

Certifier/Approver: print first & last name

Signature/Date

Prepared by: (Property Liaison Officer)

Print first & last name

Signature/Date

FOR PMO USE ONLY

Received by: _____
Property Control Officer Signature/Date

Control number: _____ Inspected/verified date: _____ PCO (initial): _____

We certify that the subject for the survey listed on page 2 (survey list*) of this form has been inspected by PMO and approved for disposal.

Approved by: _____
Property Control Officer Signature/Date

Inventory Management Officer Signature/Date

Acknowledged by: _____
Property Liaison Officer Signature/Date

*For page 2 survey list, see attached listing embedded in this report of survey form.