



**DEPARTMENT OF EDUCATION
PROPERTY MANAGEMENT OFFICE**

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Administrator

HANDOFF OF GDOE ASSETS: CHANGE IN HEAD ADMINISTRATOR

SCHOOL/DIVISION:				
<i>This document formalizes the handoff of fixed assets from the Outgoing School/Division Head Administrator to the Incoming School/Division Head Administrator.</i>				
OUTGOING HEAD ADMINISTRATOR NAME:			LAST DAY AT SCHOOL/DIVISION:	
Summary of Outgoing Head Administrator's Inventory:				
Certificate of Loss of Government Property Form No. (Issued by PMO):				
Police Report Filed: ☐ YES ☐ NO ☐ N/A			Police Report No.:	
Signature of Outgoing Head Administrator:			Date:	
INCOMING HEAD ADMINISTRATOR NAME:			START DATE AT SCHOOL/DIVISION:	
Summary of Incoming Head Administrator's Inventory:				
<i>Notate Any Discrepancies from the Outgoing Head Administrator's Inventory below.</i>				
Status: Found/ Missing/Stolen	Asset Tag No.	Description	Equipment Serial No.	Total Value
Police Report Filed: ☐ YES ☐ NO ☐ N/A (Already filed or not needed)			Police Report No.:	
Signature of Incoming Head Administrator:			Date:	