



**DEPARTMENT OF EDUCATION
PROPERTY MANAGEMENT OFFICE**

502 Mariner Avenue
Barrigada, Guam 96913-16008
Telephone (671) 475-0635



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

Carmen T. Charfauros
Administrator
Supply Management

CERTIFICATION OF LOSS OF GOVERNMENT PROPERTY

SCHOOL/DIVISION:		DATE:		CONTROL NO:
I, NAME:	TITLE:			
Hereby certify to the loss of property of the Government of Guam as Itemized below. The loss was due to the following cause:				
EXPLANATION:				
Print Employee Name:			Date:	
Signature of Employee:				
Asset Tag	Description	Equipment Serial Number	Total Value	
Print School/Division Head:			Date:	
Signature of School/Division Head:				
GPD Acknowledgement:		Received by:		
PRINT (POLICE OFFICER)		PRINT (PROPERTY CONTROL OFFICER)		
SIGNATURE		SIGNATURE		
DATE:		DATE:		
CASE/PR#:				

Reporting to the Police **REQUIRES** as much information as possible so they can be **specific** on the police report:
OLD and NEW ASSET TAG if available, SERIAL No.

