



Department of Finance and Administration
 Office of Accounting
Credit for State Property

Agency Title

Date

FROM:

TO: Director,
 Department of Finance and Administration

SUBJECT: Credit for State Property

- In Accordance with provisions of ACA 19-4-1501 et Seq., request approval to drop the following list of property from the records of this agency for the reason stated.

Asset/Tag Number	Description of Property	Acquisition Date	Cost	Reason Code

- An investigation was conducted of the circumstances surrounding the missing property and a copy is attached.
- Attach Excel spreadsheet as an attachment if additional lines are required to report more assets.

Reason Codes: *Please use one of the following that best describes the disposition of the Assets listed above:*

- Lost
- Stolen
- Discarded without proper documentation
- M & R without proper documentation
- Transferred without proper documentation
- Broken - not repairable
- Destroyed in natural disaster
- Sold
- Missing
- Awarded to Retiring Officer
- Other

Return form to:
 Office of Accounting
 P O Box 3278
 1509 West 7th, Room 403
 Little Rock, AR 72203

 Designated Agency Signature
 DFA Accounting Credit for State Property (R 01/25/2011)