



**REPUBLIC OF PALAU NATIONAL GOVERNMENT
MINISTRY OF FINANCE
PROPERTY AND SUPPLY DIVISION
*Property Management Section***

P.O. Box 6007 · KOROR · REPUBLIC OF PALAU 96940
PHONE:(680) 767-2552 / 5552 | FAX: (680) 767-1610 | E-mail: ropproperty@palaugov.org

REQUEST TO SURVEY PROPERTY

DATE: _____

MINISTRY/DIVISION: _____

PHONE #: _____

NO.	PROPERTY NO.	DESCRIPTION	MODEL NO.	SERIAL NO.	JUSTIFICATION

SURVEY PREPARED BY:

SURVEY APPROVED BY:

SURVEY APPROVED BY:

PROPERTY CUSTODIAN
PRINT & SIGN NAME

ACCOUNTABLE OFFICER
PRINT & SIGN NAME
Accountable Officer = Grant Manager and/or Director Level

PROGRAM MANAGER
PRINT & SIGN NAME
(Fill ONLY if property was procured with non-local fund)

FOR PROPERTY & SUPPLY - RPPM USE ONLY:	
REC'D BY / DATE:	_____
VERIFIED BY / DATE:	_____
PROPERTY IMAGES:	_____
SURVEY NO:	_____