

# Stolen University Property Form

## Instructions

1. Complete this form using [Adobe Acrobat](#).
2. Report the theft and file an Offense/Incident report with the police. Keep a copy of the report.
  - ON CAMPUS: Contact the [University Police Department](#).
  - OFF CAMPUS: Contact the police department in the city where the offense took place.
3. Sign the form using a [Digital Signature](#).
4. Email the form and a copy of the Offense/Incident Report to [inventory@uta.edu](mailto:inventory@uta.edu).
5. COMPUTER THEFT: Email *both* [inventory@uta.edu](mailto:inventory@uta.edu) and [security@uta.edu](mailto:security@uta.edu).

## Reporting Person Information

Name \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_ Room # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## University Property Information

(Police) Offense/Incident Report # \_\_\_\_\_ Date \_\_\_\_\_

Inventory # \_\_\_\_\_ Serial # \_\_\_\_\_ Value \_\_\_\_\_

Description \_\_\_\_\_

Inventory # \_\_\_\_\_ Serial # \_\_\_\_\_ Value \_\_\_\_\_

Description \_\_\_\_\_

Inventory # \_\_\_\_\_ Serial # \_\_\_\_\_ Value \_\_\_\_\_

Description \_\_\_\_\_

Inventory # \_\_\_\_\_ Serial # \_\_\_\_\_ Value \_\_\_\_\_

Description \_\_\_\_\_

## Missing Property Information

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Who had custody of the item(s)? \_\_\_\_\_

Is there documentation to show custody?      Yes      No

When was the item(s) last seen? \_\_\_\_\_ By whom? \_\_\_\_\_

Was the area in which the item(s) was last seen normally secured when staff are not present?      Yes      No

What method was used to secure the area or item(s)? \_\_\_\_\_

Who has access or keys? \_\_\_\_\_

When was the item determined to be missing? \_\_\_\_\_

Who was notified? \_\_\_\_\_

What actions (if any) were taken to prevent further loss?

## Reporting Person Certification

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I certify that the above information is true and correct.

Reporting Person Signature \_\_\_\_\_

Date \_\_\_\_\_

## Internal Review

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Was there employee negligence?      Yes      No

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_