

# Initial Lost or Missing University Property Form

## Instructions

1. Complete this form using [Adobe Acrobat](#).
2. Lost or missing assets are marked "Missing Hold for Deletion" in UT Share while your department continues to search.
3. *Do not complete this form if the item is believed to be stolen.* Follow the steps on the [Stolen Property Form](#).
4. Sign this form using a [Digital Signature](#).
5. Email the completed form to [inventory@uta.edu](mailto:inventory@uta.edu).
6. LOST OR MISSING COMPUTER: Email *both* [inventory@uta.edu](mailto:inventory@uta.edu) and [security@uta.edu](mailto:security@uta.edu).
7. The [Final Missing University Property Form](#) will be required if the asset is not located during the following year. Departments must complete that form after a thorough search to document the steps taken to locate the missing asset, determine if the asset is likely to be located or recovered, and indicate whether negligence was involved.

## Reporting Person Information

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

Department ID \_\_\_\_\_ Date of Report \_\_\_\_\_

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

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

## University Property Information

Asset Tag \_\_\_\_\_ Serial # \_\_\_\_\_ Aquisition Cost \_\_\_\_\_

Custodian \_\_\_\_\_ Location \_\_\_\_\_

Asset Description \_\_\_\_\_

Provide a detailed description of the circumstances surrounding the loss, destruction, or damage, including the security measures that were in place beforehand. Include: The initial actions taken; The asset's last known location; The date and time it was last seen; The last known custodian; Any relevant facts, such as whether it was used in a secure area, who was authorized to access that area, and what safeguarding procedures were in place.

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

Date \_\_\_\_\_