UTA Business Affairs

Final 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.

6. LOST OR MISSING COMPUTER: Email *both* inventory@uta.edu and security@uta.edu.

7. This Final Missing University Property Form is required when the asset was not located during the following year. Departments must complete this 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 list of all physical locations checked during the search.

Describe any review of relevant records such as UT Share transactions, IT system logs, and sign-out logs, et cetera.

Provide an evaluation of the security measures that were in place and whether they were followed.

Was negligence determined to be a factor?   Yes   No

Is the asset likely to be located or recovered?   Yes   No

Reporting Person Certification

I certify that the above information is true and correct.

Reporting Person Signature _____   Date _____

Internal Review

Department Head Signature _____   Date _____