

Reporting Person Information

Last Name	First Name	Department
Address	Room Number	Phone

University Property Information

Inventory Number	Serial Number	Description of Property	Value

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Instructions:

1. If the item is deemed stolen/theft, contact the University Police Department immediately and file an Offense/Incident Report. Do not complete page 2 of this document, but sign the certification section at the bottom of page 2 and forward the completed form to Property Management. Offense/Incident Report Number: _____ Date: _____
2. If the item was a computer, complete the form and sign the certification section at the bottom of page 2. Send the form to Property Management and send a copy to the Information Security Office.
3. Property Management will forward a copy of this form to the University Police Department and they may contact you to gather additional information.

Missing Property Information

Who had custody of the item?

Is there an inventory transaction form or other documentation to show custody?

When was the item last seen? By whom?

Was/is the area in which the item was last seen normally secured when staff are not present?

What method was used to secure the area or property?

Who has access / keys?

When was the item determined to be missing?

Who was notified?

Security / Police report taken? Attach copy.

Action, if any taken to prevent further loss.

I certify that the above information is true and correct.

Reporting Person Signature

Date

Department Head Signature

Date
