

Report Stolen, or Unlocated Property (click here to open form)

This form is used to report stolen or unlocated property to the campus property coordinator. Equipment not found during a scanned physical inventory is classified as unlocated, in turn; the responsible department must complete an unlocated report.

1. Enter all descriptive information for the item as it is listed in the property module.
2. Answer "yes" or "no" to the questions regarding federal funding and ownership. If the property is federally owned, you must attach a copy of the notification submitted to the sponsoring agency.
3. Fill out appropriate information and attach documentation if necessary
4. Forms lacking pertinent information will be returned for completion.
5. The form must be signed by the director or department head responsible for the property. Forms lacking signature will be returned. Submit the form to your local property coordinator.