

MISSING PROPERTY REPORT

This report shall be completed for University property that cannot be located. The respective unit/department head shall be responsible for completion of this report.

Completion of this report will assist in meeting some of the requirements for missing property as outlined in the State of Arkansas, Department of Finance and Administration's Accounting Procedures Manual.

If a known or suspected theft has occurred, UAM Public Safety should be notified immediately.

This section to be completed by Inventory Representative:

DESCRIPTION OF PROPERTY OR EQUIPMENT (from inventory listing):

Tag #: _____
Description: _____
Responsible Unit/Department: _____
Last Location: _____
Serial #: _____
Purchase Date: _____
Purchase Price: _____

Date Inventory Control Clerk was notified of missing property: _____

Conduct a search through transfer documents and property disposal records.
Insure that the property has not been transferred to another department or turned in to Marketing and Redistribution (M & R).

Completed by: _____ Date: _____

This Section to be completed by Unit/Department. Include all necessary explanations and pertinent information.

1a. Conduct a search of last recorded location of missing item, plus adjacent areas. List locations which were searched below:

1b. Interview and list below individuals assigned to the area where the missing property was last located:

2. Check that the property has not been loaned to another department. If this fails to locate the property, list the units/departments most likely to have use for the property:

3. If, during the search, you suspect that a theft has occurred, immediately notify UAM Public Safety.

3a. If an investigation report is prepared by UAM Public Safety officials, a copy must be attached.

4. Attach any necessary explanations, and other pertinent information.

Completed By (Signature)	Date

MISSING PROPERTY REPORT CERTIFICATION

I certify this Missing Property Report is true, accurate, and contains all known information.

Unit/Department Head Signature

Date

I have reviewed this report.

Supervising Vice Chancellor

Date

I have reviewed this report.

Vice Chancellor for Finance and Administration

Date