

**UNIVERSITY OF WEST FLORIDA
MISSING/STOLEN PROPERTY REPORT**

Department Name:		Department Number:	
Missing/Unable to locate During Inventory <input type="checkbox"/>	FY <input type="text"/>	Stolen (Police Report Attached) <input type="checkbox"/>	FY <input type="text"/>

<i>One Item Per Report</i>				
UWF Tag #	Description	Serial #	Cost	Date Acquired

The following questions must be completed by the Accountable Officer/Project Director.

1. Last Observed:	Date	Location
2. Brief description of the reason why the item cannot be located:		

<input type="checkbox"/> Missing from a Department Move	<input type="checkbox"/> Cannibalized	<input type="checkbox"/> Stolen
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Other Reason:

3. What action was taken to locate the missing/stolen property?

4. Brief description of any procedural changes implemented to prevent future losses.

Signature, Accountable Officer/Project Director	Date
Signature, Dean or Division Head	Date
Signature, Vice President	Date

Divisional Vice President approval required on all items \$2,000 or over.

<i>Controller's Office Use</i>			
Date of Last Inventory		Subsequent Inventory Dates	

Distribution:

**Original and 1st copy -- Property Section in the Controller's Office, Building 20E, Room 108
2nd copy -- Department**