



Lost, Missing or Stolen Property Report

Instructions:

This form is used to report lost, missing or stolen property. Complete the form and forward to the Department of Public Safety.

ASSET NUMBER:	
ASSET DESCRIPTION:	
MANUFACTURER:	
MODEL:	
SERIAL NUMBER:	

The above property has been discovered to be lost/missing/stolen. Requesting an investigation of the circumstances surrounding the disappearance. The following are the events leading up to the disappearance:

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Departmental Custodian

Date

Vice President for Finance Review/Recommendation:

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Signature

Date