

UNIVERSITY OF WEST FLORIDA
MISSING/STOLEN PROPERTY SURVEY REPORT

Department Name:		Department #:		
<input type="checkbox"/> Missing/Unable to locate during inventory Fiscal Year: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Stolen (Police Report attached) Fiscal Year: <input style="width: 100%;" type="text"/>		
<i>One Item Per Report</i>				
UWF Tag #	Description	Serial #	Cost	Date Acquired
<i>The following questions must be completed by the Accountable Officer/Project Director</i>				
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		
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	
<i>Divisional Vice President approval required for items \$5,000.00 or over.</i>				