

UNIVERSITY OF WEST FLORIDA
MISSING/STOLEN PROPERTY SURVEY REPORT
Used for all property regardless of original cost

| | | | |
|--|-------------|---------------------------------------|---------------|
| Department Name: | | Department #: | |
| <input type="checkbox"/> Missing/Unable to locate during inventory <input type="checkbox"/> Stolen (Police Report attached) | | | |
| Fiscal Year: | | Fiscal Year: | |
| <i>One Item Per Report</i> | | | |
| UWF Department Tag# | Description | Serial # | 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>Dean or Division Head approval required for items \$5,000.00 or more. Divisional Vice President approval required for items \$25,000.00 or more.</i> | | | |