



LOST OR STOLEN PROPERTY FORM

- Lost (Conduct a thorough investigation by taking steps listed below and record information below.)
- Obtain the full identification of the missing property and last recorded location from UA Little Rock property records.
- Check the last recorded location and adjacent areas. An interview should be conducted with all individuals assigned to the area where the missing property was last located according to the property records.
- Conduct a search of property disposal and transfer documents to see if the property could have been turned in to Marketing and Redistribution or transferred to another organization.
- Establish whether the property involved may have been temporarily loaned to another organization. If so, the organization identified should be searched in an attempt to locate the missing property.
- If the above actions fail to locate the missing property, all areas occupied by the organization should be searched beginning with those most likely to have a use for the property.

Lost Property Investigation Information (list people interviewed, documentation and locations searched, etc.):

Four horizontal lines for recording investigation information.

If at any time during the investigation it is suspected that a theft has occurred, the matter should immediately be brought to the attention of Public Safety for investigation and further action as warranted.

- Stolen (You must attach a copy of the Police Investigation Report.)

Table with 4 columns: Permanent Tag #, Asset Description w/ Serial Number, Location Name, Custodian. Contains 5 empty rows for data entry.

Signature lines for Department, Cost Center, Department Head Signature, Date, Dean/VC, and Date.

Please forward original to Property Accounting and retain a copy for your records.

For Financial Services Use Only: Property Accountant Signature and Date.