

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

<b>Department Name:</b>		<b>Department Number:</b>	
<b>Missing/Unable to locate During Inventory</b> <input type="checkbox"/> <b>FY</b> <input style="width:50px;" type="text"/>		<b>Stolen (Police Report Attached)</b> <input type="checkbox"/> <b>FY</b> <input style="width:50px;" type="text"/>	

*One Item Per Report*

UWF Tag #	Description	Serial #	Cost	Date Acquired

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

<b>1. Last Observed:</b>	<b>Date</b>	<b>Location</b>
--------------------------	-------------	-----------------

**2. Brief description of the reason why the item cannot be located:**

<input type="checkbox"/> <b>Missing from a Department Move</b>	<input type="checkbox"/> <b>Cannibalized</b>	<input type="checkbox"/> <b>Stolen</b>
--	--	--

**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.**

<b>Signature, Accountable Officer/Project Director</b>	<b>Date</b>
--	-------------

<b>Signature, Dean or Division Head</b>	<b>Date</b>
---	-------------

<b>Signature, Vice President</b>	<b>Date</b>
----------------------------------	-------------

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

*Controller's Office Use*

<b>Date of Last Inventory</b>		<b>Subsequent Inventory Dates</b>	
-------------------------------	--	-----------------------------------	--

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