University of Central Florida
Finance & Accounting
Property & Inventory Control

Clear Entries

Report for Stolen State-Owned Property for Departments

All stolen state-owned property must be reported by the responsible department. Attach a copy of the required police report for the theft to this form.

After the DDC or the RFO for the department has approved and signed this report, fax it to Property & Inventory Control at 407-823-6455.

Decal Number	Description	Serial Number	Acquisition Date	Acquisition Cost	Date Last Seen	Location Where Last Seen	Police Report Number

Explain procedural changes implemented to prevent future loss: _____

_____

_____

Department number: _____

Name of last employee responsible for property:

_____

Phone: _____

DDC/RFO for Department

_____

Signature

Name: _____

Date: _____

Form #41-973

9/24/2009