University of Central Florida

Finance & Accounting

Property & Inventory Control

Lost/Stolen Property Report for Projects

Reset

All state-owned property that cannot be located for the annual inventory must be recorded as lost or stolen by the responsible project. Lost items are those that are known to be lost or could not be located. For any property item reported as stolen, attach a copy of the required police report for theft.

After the Chair/RFO/Director for the project has approved and signed this report, email it to Property & Inventory Control at Property@ucf.edu.

Decal Number	Description	Serial Number	Acquisition Date	Acquisition Cost	Date Last Seen	Location Where Last Seen	Indicate: Lost or Stolen

Action taken to locate property: _____

Explain procedural changes implemented to prevent future loss: _____

Project number: _____

Name of last employee responsible for property: _____

Phone: _____

Chair/RFO/Director for Project

Name: _____

Signature: _____

Date: _____

Form #41-812A (Rev 02/2017)

Submit