



University of Central Florida

Finance & Accounting Property & Inventory Control

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 the email submission of this form.

After the DDC or the RFO for the department 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	Police Report Number

Explain procedural changes implemented to prevent future loss: _____

Department number: _____

DDC/RFO for Department

Name of last employee responsible for property:

Signature
 Name: _____

Phone: _____

Date: _____