

Utah State University

Logan Main Campus

Reset Form

Select Campus

LOST, STOLEN, OR DAMAGED PROPERTY

Department: _____

Date: _____

Barcode	Description	Serial #	Purchase Date	Acquisition Cost	Responsible Person

Detailed Explanation of Loss: Provide the date the loss was discovered, the property’s last known location, and the circumstances leading to the loss. Departments are required to investigate lost property and document the investigation and search process, including the steps taken to locate the property and determine its disposition. If property was sent to Surplus Sales and complete signed disposal documentation is unavailable, describe the circumstances of the disposal and explain why the required documentation is not available. If property was stolen, provide the name of the law enforcement agency notified and the associated case number.

Investigating Police Department: _____ Case Number: _____

I HEREBY STATE THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date

Employee Responsible for Property

Date

Employee’s Supervisor

Date

Department Head