Missing Property Report

This report shall be completed for College property that cannot be located. The respective unit/department head shall be responsible for completion of the report.

Completion of this report will assist in meeting some of the requirements for missing property as outlined in the State of Arkansas, Department of Finance and Administration’s Accounting Procedures Manual.

If a known or suspected theft has occurred, SouthArk Campus Security should be notified immediately.

DESCRIPTION OF PROPERTY OR EQUIPMENT (from inventory listing):

SACC Tag #: ________________________________________________________________

Description: __________________________________________________________________

This section to be completed by inventory representative in the Business Office:

Responsible Unit/Department: ______________________________________________________

Last Location: __________________________________________________________________

Serial #: _______________________________________________________________________

Purchase Date: __________________________________________________________________

Purchase Price: __________________________________________________________________

Date Business Office was notified of missing property: ________________________________

Conduct a search through transfer documents and property disposal records. Insure that the property has not been transferred to another department or turned in to Marketing and Redistribution (M&R).

Completed by: ___________________________ Date: _______________

Reviewed 09/04/2013
This section is to be completed by Unit/Depart. Include all necessary explanations and pertinent information.

1a. Conduct a search of last recorded location of missing item, plus adjacent areas. List locations that were searched below:

________________________________________________________________________
________________________________________________________________________
Completed by: ___________________________ Date: ________________

1b. Interview and list below individuals assigned to the area where the missing property was last located:

________________________________________________________________________
________________________________________________________________________
Completed by: ___________________________ Date: ________________

2. Check that the property has not been loaned to another department. If this fails to locate the property, list the units/departments most likely to have use for the property:

________________________________________________________________________
________________________________________________________________________
Completed by: ___________________________ Date: ________________

3. If, during the search, you suspect that a theft has occurred, immediately notify SouthArk Campus Security.

Completed by: ___________________________ Date: ________________

3a. If an investigation or incident report is prepared by SouthArk Campus Security Officials, a copy must be attached.

Completed by: ___________________________ Date: ________________

4. Attach any necessary explanations, and other pertinent information.

Completed by: ___________________________ Date: ________________
Missing Property Report Certification

I certify this Missing Property Report is true, accurate, and contains all know information.

_____________________________________________                               __________________________
Unit/Department Head Signature                                                            Date

I have reviewed this report.

_____________________________________________                               __________________________
Supervising Cabinet Member                                                                Date

I have reviewed this report.

_____________________________________________                               __________________________
President                                                                               Date