



## 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: \_\_\_\_\_

**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:

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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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:

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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