

THE UNIVERSITY OF TEXAS AT EL PASO
Notification of Missing/Stolen Property Form

Instructions: Please complete this form and submit to:
Inventory Supervisor, Physical Plant Complex

Inventory Number: _____

Date of loss: _____

Property Description: _____

Serial Number: _____

Dept./Unit Code: _____

Value: \$ _____

Property Status: _____ Missing _____ Stolen (Attach Campus Police Incident Report)

Description of circumstances Related to the Loss:

Action Taken to Locate Missing Property:

Authorized Signature:

Department

Date