



University of Colorado  
Boulder

# Lost Equipment Form

Department.name and departmental property code: \_\_\_\_\_

Tag #(s): \_\_\_\_\_

Detail what you believe happened to the missing equipment tag(s):

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Was a department wide **email sent out** asking faculty and staff if they know where the missing equipment tags are located? Yes / No      Is a copy of that email **attached**? Yes / No

Detail the efforts made to find the missing equipment tag(s):

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**Please attach any additional supporting documentation showing all efforts made to locate the lost equipment.**

Optional statement by DPM: \_\_\_\_\_

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Please sign below acknowledging that the search and review of internal controls was done for the missing tag(s).

\_\_\_\_\_  
(Print) Departmental Property Manager      Date

\_\_\_\_\_  
(Print) Department Head      Date

\_\_\_\_\_  
(Signature) Departmental Property Manager

\_\_\_\_\_  
(Signature) Department Head

Verification that there is no outstanding obligation to the sponsor for the equipment listed (only applicable if purchased from sponsored funds).

\_\_\_\_\_  
(Print) Office of Contracts & Grants approval

\_\_\_\_\_  
(Signature) Office of Contracts & Grants approval