**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