

University of Oklahoma Property Control

Missing Asset Notification

The purpose of this form is to document assets not found during the department's most recent inventory that are believed to be misplaced. DO NOT use this form to report items that have been stolen or traded for another asset. If you know an asset has been stolen please contact Campus Police for a Police Report. Stolen and traded-in items should be reported on an Equipment Removal form and submitted to FSFixedAssets@ou.edu for Norman and EquipmentInventory@ouhsc.edu for HC with supporting documentation or explanation.

For misplaced assets the department will have until the next annual inventory to find them. It is assumed that the asset custodian will be diligently looking for this item during the time between inventories. When the next inventory occurs and the asset has not been located an Equipment Removal form will be required using the code Retire as Missing. This form will require the Department Chair, Director, and/or Budget Head's signature. The missing equipment will also be reported to Internal Audit.

Use one form per asset. If you have more than 10 items contact Financial Services and we can work with you on an alternative spreadsheet for reporting

PLEASE SEND COMPLETED FORM TO: NORMAN: FSFixedAssets@ou.edu or
HC: EquipmentInventory@ouhsc.edu

(1) Asset Information							
Asset Tag #:			Serial Number:				
Item Description:							
Make:			Model:				
Last Known Location							
Building:			Room #:				
Last Known Property Condition (i.e. Working, Broken, Obsolete, etc.)							
Department Name:							
Department Chartfield Spread:							
Fund	Org	Function	Entity	Source	Purpose	Project	
Contact:		Name	Phone	Email			
Was the Property purchased on a grant?				☐	Yes	☐	No
If Yes list grant #							

(2) Circumstances that occurred to identify as missing	
Date the asset was first discovered missing:	
Describe the circumstances that brought the missing item to you attention and the steps you have take to location the asset	

(3) Required Approval by Dean or Director of Department	
I attest that a representative of my department has made a physical inventory of our assets and the above listed item cannot be located at this time.	
Dean/Department Chair Signature	Print Dean/Department Chair Name
Financial Services Signature	Print Financial Services Name