

HSU & SPONSORED PROGRAMS
Arcata, CA 95521

Date: _____

MEMORANDUM TO: Asset Management
 Student & Business Services, Room 311

FROM: _____
 (School Dean or Administrative Officer)

SUBJECT: Report of Missing Property

The property described below is missing.

Description of property, including manufacturer's serial numbers, model, type, cost or value:

Property Tag Number: _____ Date loss discovered: _____

Date last used or inventoried: _____

Location of property when last used or inventoried: _____

Name of person who last used or inventoried: _____ Phone: _____

Statement of circumstances surrounding loss:

Outline the precautions taken to prevent such loss, theft, or destruction. Certify negligence was not involved:

Signed

Procedures for Reporting Loss of Property:

In order to expedite the recovery of property that has disappeared, please follow the procedure outlined below:

1. Phone in the loss to the University Police Office immediately upon discovering that university property is missing. Any delay or failure to report the missing property is considered negligence in safeguarding state property, and the person to whom it is assigned is responsible.
2. Immediately complete and send the HSU Form 71 to Asset Management.
3. Check with other staff/faculty in your division or office, and make a thorough search for the property. Report your findings to Asset Management as a followup to the original submission of the HSU Form 71.

Adequate provisions for security of all property must be maintained at all times. Offices and rooms in which property is located should be secured at all times when not in use.

Staff, faculty, or students who have checked property out for use have full responsibility for its protection and safekeeping.

Completing the Report of Missing Property, HSU Form 71:

- All fields on the form are required. Complete each to the best of your knowledge.
- Dates are entered numerically including a four digit year (e.g. 2/11/2002), but are displayed and printed as text dates.
- Use the tab key to move from one data field to the next.