



Report of Lost or Stolen Property

[Lost or Stolen University Property Policy](#)

Click on link above to view policy.

Revised 03.01.22

INSTRUCTIONS:

- i. Complete Sections A, B, and C and submit to University Police Services via email to police@memphis.edu
- ii. Forward a copy to the Accounting Office via email to wf-fixed-assets@memphis.edu
- iii. Complete a separate form for each missing asset.

A. ASSET INFORMATION

Name/Description of Asset: _____

University Decal No.	Make	Model	Serial Number
Department	Org Code	Approximate Value	Original Cost (if known)
Date Discovered Missing	Last Known Location of Asset		

B. CIRCUMSTANCES OF LOSS

Select one: Lost/Missing Stolen

Is asset a computing device? (laptop, desktop, ipad, etc.) Yes No

If yes, forward this form to ITS also to umtech@memphis.edu with "Lost Computer" in the subject line of the email.

Was an external police report filed? Yes (complete fields below) No

Name of Police Department _____

Case No. _____

Additional information regarding loss of asset: _____

C. SIGNATURES:

Prepared by:	_____	_____
	Signature	Date
Department/Activity Head:	_____	_____
	Signature	Date
Dean/Division Head:	_____	_____
	Signature	Date

D. University Police Services Use Only

Received by:	_____	Date: _____
Action taken:	<input type="checkbox"/> None	<input type="checkbox"/> Investigation Pending

Upon completion by Police Services, please forward a copy to the Accounting Office (wf-fixed-asset@memphis.edu)