

**THE UNIVERSITY OF TEXAS AT EL PASO**  
**Notification of Missing/Stolen Property Form**

**Instructions:** Please complete this form and submit to:  
Inventory Supervisor, Physical Plant Complex

**Inventory Number:** \_\_\_\_\_

**Date of loss:** \_\_\_\_\_

**Property Description:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

**Dept./Unit Code:** \_\_\_\_\_

**Value:** \$ \_\_\_\_\_

**Property Status:** \_\_\_\_\_ Missing \_\_\_\_\_ Stolen (Attach Campus Police Incident Report)

**Description of circumstances Related to the Loss:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken to Locate Missing Property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date