ST. JOHNS RIVER STATE COLLEGE

Missing Item Report Form
(For Loss, Damage, or Stolen Property)

Date Submitted: ________________________

SJRSC Property #: __________________________ Serial Number: __________________________

Property Description: ___________________________________________________________________

Location (Campus/Building/Room): ___________________________________________________________________

Functional Property Custodian: ___________________________________________________________________

Date of Discovery: ________________________

Name(s) of last person in custody of item: ___________________________________________________________________

Circumstances Regarding Property (Circle One): Missing Stolen Damaged Destroyed

Comments on How and When regarding the Circumstances: ___________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

If Missing, the following steps must be completed:

Date Completed

- Physical search of last known location and surrounding area ________________________
- Ask co-workers to identify if they may know the status ________________________
- If still missing or stolen, contact Security, Property Manager & Dept Custodian ________________________
- If determined stolen, attached a copy of Security Report ________________________

Signature of Functional Property Custodian ________________________ Date ________________________

Signature of Department Property Custodian ________________________ Date ________________________

Department Property Custodian Comments/Recommendations:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Note: Please forward the completed form to the Property Officer to update the SJRSC Property Inventory System and Property Record.

Attachment (5)