

University of Oklahoma Property Control
Inventory Removal and Declaration of Missing Property

Use this form whenever a department intends to:

- (1) Report the removal of property
- (2) Report missing property

Please use one form per piece of property

Property Information

OU ID #: Serial Number:

Item Description:

Make: Model:

Last Known Location

Building: Room #:

Last Known Property Condition (i.e. Working, Broken, Obsolete, etc.)

Was the Property purchased on a grant? Yes No

If Yes list grant # _____

Department Name:

Department Chartfield Spread:

Fund	Org	Function	Entity	Source	Purpose	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Property Removed from University Inventory

Date the property was removed from the department: _____

Reason for Removal

- Used as a trade-in, give asset ID or Voucher # of replacement _____
- Sent to University Surplus
- Stolen, include copy of police report
- Cannibalized
- Sold, Include copy of your sales documentation and Cash Receipt # _____
- Scrapped
- Reported as Missing for multiple years
- Other, explain below

Additional Removal Information: _____

Property Missing from University Inventory

Date the property was identified as Missing: _____

Give an description of how the property was discovered missing and any additional information describing events leading up to the discovery:
