

University of Oklahoma Property Control

Inventory Removal and Declaration of Missing Property

-To Report the removal of property fill out sections (1) & (2)

-To Report missing property fill out section (1) & (3) in the initial year, then (1)-(3) in the 2nd year.

Use one form per piece of property. If you have more than 10 items contact FSFixedAssets@ou.edu and we can work with you on an alternative spreadsheet for reporting

SEND COMPLETED FORM TO: FSFixedAssets@ou.edu

(1) 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"/>

(2) 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: _____

(3) 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:

