What should a department do if an asset is stolen, missing, or lost?

**Tell Me**

1. If a capital or non-capital asset is stolen, obtain a police report for documentation and complete and submit a **Fixed Asset Disposition & Change eForm**.

   When completing the eForm, the police report must be attached.

2. For assets determined to be missing/lost during the annual inventory, complete and submit a **Fixed Assets Disposition and Change eForm**.

   **Note**
   
   Upon completion of the annual inventory, the Reporting & Fixed Asset Department will compile a final Missing Asset List and forward it to the Vice Chancellor of Business Affairs, the respective Vice Chancellor of the impacted department, the Department Head, and Internal Audit.

3. For additional information, see the ** Procedures to Policy Statement 601.15, Control and Management of University Equipment & Other Property.**

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**Related FAQs**

- Can I still use the Excel-based paper Fixed Assets forms?
- How do I dispose of an asset that is being returned to the vendor?
- Where should I enter an account code in 49er Mart?
- How do I verify who the authorized fixed asset disposition approver is for my area?
- Who is responsible for safeguarding fixed assets?