

St. Johns River Community College



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

Date Submitted: _____

SJRCC 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: _____

<i>If Missing, the following steps must be completed:</i>	<u><i>Date Completed</i></u>
• 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 SJRCC Property Inventory System and Property Record.