

UNIVERSITY OF KENTUCKY
CAPITAL ASSETS

Phone: (859)257-5046 371 Peterson Service Building, Lexington, KY 40506-0005 Fax: (859)257-6236

LOST EQUIPMENT REPORT
REQUEST TO REMOVE LOST EQUIPMENT FROM THE UNIVERSITY'S EQUIPMENT INVENTORY RECORDS

University of Kentucky policy sets responsibility for maintaining the official records of capital equipment in University Financial Services, and each University department/unit is charged with responsibility for implementing internal controls designed to safeguard their capital equipment.

In keeping with this policy, lost capital equipment may not be removed from the official records of the University without Provost/Vice President approval.

Instructions:

Please complete the following information for each item of capital equipment determined to have been lost:

Choose your Area _____ **Dept#** _____ **Dept Name** _____ **Date** _____

Property Number	Description	Cost	Date Acquired

Lost Equipment Confirmation

A thorough search, completed in an effort to locate and/or account for the whereabouts of the equipment above has proven unsuccessful. Therefore, in accordance with University policy, it is recommended that the equipment be removed from the official equipment inventory records.

Recommended by (sign) _____ Phone _____ Email _____

Recommended by (print) _____

Dept Manager or Business Officer (sign) _____ (print) _____

Dean Approval (Provost Area ONLY): _____

For Approval Send To:

Approved by: _____

Note: Lost Equipment Reports submitted without the signature of the appropriate Provost or Vice President will be returned to the department. Equipment items will remain on your Equipment Inventory until a properly signed Lost Equipment is received by Capital Assets personnel.