

Northern Kentucky University Inventory

Phone: (859) 572-6453 601 Lucas Administrative Building, Highland Heights, Ky. 41099 Fax: (859) 572-6471

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

Northern Kentucky University policy sets responsibility for maintaining the official records of capital equipment in the Office of the Comptroller, and each University department 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:

Dept. #:	Department 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 _____ Phone _____

Chairperson/Administrative Officer _____

Dean _____

Approved by
PROVOST / VICE PRESIDENT _____

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 Report is received by the Office of the Comptroller personnel.