

Missing Item Report

Loss, Damage, Destruction, or Excessive Consumption

Property Custodian Name: _____ Telephone Number: _____

Division: _____ Department: _____ Section: _____

Site / Building: _____

Property Tag Number: _____ Serial Number: _____

Acquisition Date: _____ Acquisition Value: _____

Description: _____

Manufacturer: _____

The circumstances of how and when the property or materials were lost, stolen, damaged, destroyed, or excessively consumed: _____

Actions taken by Property Custodian to locate missing item and results of those actions:

Steps taken to avoid future property lost: _____

Property Custodian: _____ **Date:** _____

Supervisor: _____ **Date:** _____

High Risk () Sensitive () Attach Property System Printout

Property Coordinator: _____ **Date:** _____

Security Incident Report () Notify Police () Notify DOE ()

Comments: _____

Property Officer: _____ **Date:** _____

Associate Director/Division Manager: _____ Date: _____