

Lost or Stolen Property

Summary/Purpose: Accounting for lost or stolen property.

Any department chairperson or designee who discovers that an item of equipment is stolen or lost should immediately complete, through the University Property Office, University Form number UMPR-004, Lost or Stolen Property Affidavit, and notify the University Police Department by telephone. A police investigator will be dispatched to the department to complete a theft report and will leave a copy with the department. The department is responsible for forwarding this report along with the notarized affidavit to the University Property Office.