ICP Update
Hot Topics From Inventory

New Forms Now Available

UTSA Missing Property/Reinstatement Report
- Follow these required checks **before** declaring an asset **missing**:  
  - Check Insight to verify date asset last reported.
  - Complete an OIT Asset Search Request form (link on our website), and attach results.
  - If asset was **off-campus**, attach a copy of the UTSA Removal of Equipment Form.
  - Report the asset missing to UTSA PD. They will provide you the dispatch entry number.

UTSA Stolen/Recovered Property Report
Follow these required checks **before** declaring an asset **stolen**:
- If theft occurred **off-campus**
  - Provide a copy of the local police report.
  - Report the asset stolen to the UTSA PD, who will assign a dispatch entry number.
  - Attach a copy of the UTSA Removal of Equipment Form.
- If theft occurred **on-campus**
  - Report the asset stolen to the UTSA PD, who will initiate a full investigation and provide you a copy of the incident report.

Routing for Approval
- Use only the forms on our website, and attach all support documentation to the reports.
- Send original reports and attachments to the UTSA Property Manager, Gary Lott, Director of Financial Services & University Bursar, MB 3.108A.

Expanded View Allows for Easier Navigation
You now have additional tabs that are “read only.” The expanded view enables you to navigate through each tab to find financial and physical data of an asset. You still have access to process custodian and locations changes for your department ID.

Searching for Asset Financial Data?
Looking for asset data “at a glance”? You now can use “Search For An Asset” to populate the financial and physical data by tag number, serial number, purchase order number, voucher, receipt number, acquisition/cost of asset, chartfield, etc.