



MISSING PROPERTY/REINSTATEMENT REPORT

This form is used to report UTSA assets as Missing OR to Reinstate assets previously reported as Missing

INSTRUCTIONS: (This form must be TYPED) (1) Complete, sign, scan and email to Inventory.Department@utsa.edu with SUBJ: Missing Report and TagID. (2) If Category 1 data was stored or present on the Missing property, send an email notification to InformationSecurity@utsa.edu. (3) Ensure all necessary attachments are included with the email. (4) Attach copy of Tech Cafe's ping response. (5) Retain copies of all documentation for your records.

Business Unit: UTSA1 Agency#: 743 Missing Reinstate Today's Date: _____

REQUEST DETAILS

***NOTE:** Prior to submitting this form, UTSA **Must Be** contacted to assist in locating any computing devices.

Department Name: _____ DeptID: _____
Inventory Contact Person (ICP)
Name: _____ Phone: _____ Signature: _____

MISSING ASSET INFORMATION

***NOTE:** All missing assets remain on department's inventory for 2 years and all missing reports are forwarded to the UTSA Property Manager for further review.

UTS Search Ticket Number: _____ Date Occurred: _____

Tag Number	Asset Description	Serial ID	Location (Bldg/Rm)	Acquisition Date	Cost	Responsible Asset Custodian

Was any CONFIDENTIAL or PERSONALLY IDENTIFIABLE Information stored or present on the missing property? No Yes*

***NOTE:** If YES, please send a copy of this completed form to informationsecurity@utsa.edu.

Was a *Removal of Equipment* form on file? Yes (attach a copy) No N/A
Was EQUIPMENT taken out-of-country? Yes (attach a copy of the approved Export Control form) No

DETAILED CIRCUMSTANCES

***NOTE:** Include detailed circumstances surrounding the loss, destruction, or damage AND security measures that were in place PRIOR to loss, destruction/damage.

Was there employee negligence? Yes No UNABLE TO DETERMINE

REQUIRED DEPARTMENTAL SIGNATURES/ACTIONS

Dept Mgr/Custodian: _____ Title: _____
Signature: _____ Date: _____
Dean/Vice President: _____ Title: _____
Signature: _____ Date: _____

UTSA PROPERTY MANAGER

Our review of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property WAS through the negligence of the person(s) charged with the care and custody of this property.
 Our review of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property WAS NOT through the negligence of the person(s) charged with the care and custody of this property.

***NOTE:** This form should be signed and dated by the agency or institution head or designated representative. If a designated representative completes this form, the position of that individual should be greater than that of the UTSA Property Manager.

Asst. Vice President for Supply Chain: _____
Signature: _____ Date: _____

INVENTORY DEPARTMENT PROCESSING ACTIONS

Processed by: _____ Date: _____ Finance Code: _____