

## 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](mailto: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](mailto: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: <u>UTSA1</u>		Agency#: <u>743</u>		Missing		Reinstate		Today's Date: _____			
<b>REQUEST DETAILS</b>											
<i>*NOTE: Prior to submitting this form, UTSA Must Be contacted to assist in locating any computing devices.</i>											
Department Name: _____								DeptID: _____			
Inventory Contact Person (ICP)											
Name: _____			Phone: _____		Signature: _____						
<b>MISSING ASSET INFORMATION</b>											
<i>*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.</i>											
UTS Search Ticket Number: _____						Date Occurred: _____					
<b>MISSING ASSET INFORMATION</b>											
<i>*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.</i>											
UTS Search Ticket Number: _____ Date Occurred: _____											
<b>MISSING ASSET INFORMATION</b>											
<i>*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.</i>											
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*	
<i>*NOTE: If YES, please send a copy of this completed form to <a href="mailto:informationsecurity@utsa.edu">informationsecurity@utsa.edu</a>.</i>											
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				
<b>DETAILED CIRCUMSTANCES</b>											
<i>*NOTE: Include detailed circumstances surrounding the loss, destruction, or damage AND security measures that were in place PRIOR to loss, destruction/damage.</i>											
Was there employee negligence?		Yes		No		UNABLE TO DETERMINE					
<b>REQUIRED DEPARTMENTAL SIGNATURES/ACTIONS</b>											
Dept Mgr/Custodian: _____					Title: _____						
Signature: _____					Date: _____						
Dean/Vice President: _____					Title: _____						
Signature: _____					Date: _____						
<b>UTSA PROPERTY MANAGER</b>											
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 <u>WAS</u> 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 <u>WAS NOT</u> through the negligence of the person(s) charged with the care and custody of this property.						
<i>*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.</i>											
Asst. Vice President of Financial Services & University Bursar/UTSA Property Manager: _____											
Signature: _____					Date: _____						
<b>INVENTORY DEPARTMENT PROCESSING ACTIONS</b>											
Processed by: _____			Date: _____		Finance Code: _____						