

**University of Kentucky
Plant Assets Inventory**

371 Service Building, Lexington, Ky. 40506-0005

CAPITAL EQUIPMENT THEFT REPORT

Phone: (859)-257-8638

Fax: (859)257-6236

INSTRUCTIONS: Use this form to notify Plant Assets of stolen capital equipment.

(Areas shaded in gray are for data entry use only).

FIELD:

- Dept. No.:** Enter the department number to which the equipment is inventoried.
- Dept. Name:** Enter the name of the department to which the equipment is inventoried.
- Property Number:** Enter the number shown on the property tag affixed to the equipment.
- Description:** Enter the description of the equipment as shown on your inventory.
- Date:** Enter the two digit month, day, and year of the attached police report.

NOTE: ATTACH THE POLICE REPORT DOCUMENTING THE THEFT. EQUIPMENT CANNOT BE REMOVED FROM YOUR INVENTORY AS STOLEN WITHOUT A POLICE REPORT

Dept. No. _____ Dept. Name _____						
	Property Number	Description of Equipment	Date			
			Mo	Da	Yr	
1 - 5	6 - 12		41	43	45	47
EQU3						E
EQU3						E
EQU3						E
EQU3						E
EQU3						E
Authorization of Department _____						
The department should keep a copy of this form for their records. Please submit the original to Plant Assets Inventory.						
