

**USF FORM #3008  
UNLOCATED OR STOLEN SUPPLEMENTAL**

RFP#:

For assets reported as unlocated or stolen, fill out and attach this supplement to the 3008 form. Attach any and all required certificates, documents and/or police reports. Erroneous forms will be returned to the requestor unprocessed for corrections and/or clarification. Contact Asset Management Services if you have any questions.

**PLEASE PRINT LEGIBLY.**

**Reason for Request**

Check one reason only and provide the following information. Attach additional sheets if needed.

<input type="checkbox"/>	<b>Unlocated</b>	<b>Date Last Seen</b>	
<input type="checkbox"/>	<b>Stolen</b>	<b>Police Report Case #</b>	

For stolen, attach a copy of the police report and provide the case number

Action taken to locate property (Must be detailed search-IE Who, When and Where. Attach additional sheets if needed.)

How was the item secured, stored or accounted for? (Lock & key, assigned to an individual, in a limited access area, periodic spot checks, logged in & out, etcetera. Attach additional sheets if needed.)

Explain procedures implemented to control future loss of property. (Attach additional sheets if needed.)