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Responsible University Administrator:

Vice Chancellor, Business, Finance & Business Development

Responsible University Office:

Controller's Office

Policy Contact:

Controller's Office •

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Missing Property

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Scope

All University of Nebraska Omaha (UNO) employees.

Policy Statement

Property that cannot be located must be accounted for by the department. There are several ways to account for missing property:

- Produce a copy of a signed "Request for Pickup-Surplus/Excess Property" form showing the item was returned to Mail Services. Forms are available in the Business forms section of SAPPHIRE.
- Produce a copy of an "Incident Report" from Campus Security showing the item reported as stolen.
- Complete a "Capitalized Asset Affidavit" form stating that the item cannot be located. Cite specific and valid reasons why the item should be deleted from the inventory listing. Forms are available in the Business forms section of SAPPHIRE. This form must be signed by the department head and the person responsible for capital assets in the department. Missing capital assets may also be reported in eSHOP by filling out the Surplus Property Pickup Form.
- Missing property for the capital assets listed on the "Capitalized Asset Affidavit" noted above is approved by the Assistant Vice Chancellor of Business and Finance or the Associate Vice Chancellor of Business and Finance prior to deletion from the inventory records.

Reason for Policy

To ensure all university property is accounted for.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

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