

UNIVERSITY OF KENTUCKY  
CAPITAL ASSETS

Phone: (859)257-5046 371 Peterson Service Building, Lexington, KY 40506-0005 Fax: (859)257-6236

**LOST EQUIPMENT REPORT**  
**REQUEST TO REMOVE LOST EQUIPMENT FROM THE UNIVERSITY'S EQUIPMENT INVENTORY RECORDS**

University of Kentucky policy sets responsibility for maintaining the official records of capital equipment in University Financial Services, and each University department/unit is charged with responsibility for implementing internal controls designed to safeguard their capital equipment.

In keeping with this policy, lost capital equipment may not be removed from the official records of the University without Provost/Vice President approval.

**Instructions:**

Please complete the following information for each item of capital equipment determined to have been lost:

**Choose your Area** \_\_\_\_\_ **Dept#** \_\_\_\_\_ **Dept Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Property Number	Description	Cost	Date Acquired

**Lost Equipment Confirmation**

A thorough search, completed in an effort to locate and/or account for the whereabouts of the equipment above has proven unsuccessful. Therefore, in accordance with University policy, it is recommended that the equipment be removed from the official equipment inventory records.

Recommended by (sign) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Recommended by (print) \_\_\_\_\_

Dept Manager or Business Officer (sign) \_\_\_\_\_ (print) \_\_\_\_\_

**For approval, send to:**

**Approved by:** \_\_\_\_\_

Note: Lost Equipment Reports submitted without the signature of the appropriate Provost or Vice President will be returned to the department. Equipment items will remain on your Equipment Inventory until a properly signed Lost Equipment is received by Capital Assets personnel.