



Florida State University

Inventory Shortage Form (For Missing Equipment Only)

For Stolen Equipment, please complete the Capital Property Accountability Release Form **and** attach a copy of the Police Report

FSU PD USE ONLY

Date Received:

Received By:

Case Number:

Date: Department Name: Department ID:

Submitted By: Contact Phone Number:

Please list any items below that have been reported missing after a routine inventory check has been performed. Once the form is complete, please send to the Florida State University Police Department via E-mail.

E-mail Contact: jhmun@fsu.edu & pwilmer@fsu.edu

FSU Property Tag Number	Model	Brand	Serial Number	Date Last Seen	Date of Purchase	Purchase Value

Dean or Department Head Signature :

Adobe Acrobat Signature Only