



Report of Survey for Stolen in myAssets


Submit this request when property has been stolen. A Police Report case number must be included in this report. Asset Management will receive a notification that a survey is being forwarded for processing. In the meantime, myAssets will initiate workflow within your department:



- The Property Custodian receives an e-mail stating a form has been submitted.
- He or she approves the Survey online
- The form returns electronically to the contact and he/she prints a copy of the approved survey and signs as witness.
- If possible, attach any decals for this asset to the form. If decal(s) not available, please attach an explanation. Attach a copy of the Police Report and send form to Asset Management.

QUICK LINKS

My Inventory	Contact List
My Requests Reports	F & A Website
	Submit a Question

Step	Action
1.	Click the My Inventory link. 
2.	Click the space below the scrollbar to scroll down and view the rest of the list.
3.	Click the Next button.
4.	Select the row for the item needed. For this example, click on the NITRIC OXIDE ORGANIZER row to view details.
5.	Click the space below the scrollbar to scroll down and review the location.
6.	Click the Survey button at the bottom to start a Report of Survey. 
7.	myAssets adds a row for the analyzer we selected!
8.	Select the type of disposition by clicking the Disposition Type: dropdown to view your choices.
9.	Click the Stolen list item.
10.	All software/data on all electronic devices/media must be properly destroyed prior to disposal. If this did not happen or is not possible, notify the UF Office of Information and Security Compliance.
11.	Enter the Police Report case number. For this example, enter " 244567 ".

Step	Action
12.	Click in the Date Last Seen: field.
13.	For this example, click the June 3 link.
14.	Enter the person accountable for the property. For this example, enter " Janey Michaels ".
15.	Click the space below the scrollbar to scroll down.
16.	Enter action taken to locate property. For this example, enter " We had all the hallways checked for unauthorized persons and searched the building. "
17.	Enter how the item was secured, stored or accounted for. For this example, enter " We kept it in a locked cabinet. "
18.	Explain the procedures that have been implemented to control future property loss. For this example, enter " We installed bolt locks on doors leading to rooms with equipment. "
19.	If an item is covered by the Equipment Maintenance Program, please contact Specialty Underwriters so your department's premium can be adjusted.
20.	To certify that all terms have been met for the proper disposal of this asset, read the certification. I hereby certify that the above is a true and complete statement of reasons for the above request. Click the checkbox to certify this.
21.	Click the Start Request button. 

TAG	DESCRIPTION	SERIAL	MODEL	ACQCOST	
4910HC142425	NITRIC OXIDE ANALYZER	03110116	NEPH/JOHNSON	14,828	
Disposition Type: <input type="text" value="Stolen"/>					
Notify the UF Office of Information & Security Compliance when any computer, copier or memory device (regardless of cost) with UF data on it has been lost/stolen/improperly disposed - 352-273-1212 or privacy@ufl.edu					
Case Number:	<input type="text" value="244567"/>	Please submit a copy of the police report with this form.			
Date Last Seen:	<input type="text" value="06/03/2013"/>				
Person accountable for property:	<input type="text" value="Janey Michaels"/>				

Action taken to locate property:	We had all the hallways checked for unauthorized persons and searched the building.
How was item secured, stored or accounted for:	We kept it in a locked cabinet. <small>(Ex: Lock and key, assigned to an individual, in a limited access area, periodic spot checks, logged in and out, etc)</small>
Please explain the procedures that have been implemented to control future property loss:	We installed bolt locks on doors leading to rooms with equipment.

All software/data on all electronic devices/media must be properly destroyed prior to disposal. If this did not happen or is not possible, please notify the **UF Office of Information & Security Compliance** at 352-273-1212 or privacy@ufl.edu

If an item is covered by the Equipment Maintenance Program, please contact Specialty Underwriters so your department's premium can be adjusted. [More Information](#)

I hereby certify that the above is a true and complete statement of reasons for the above request.

+ Start Request

Step	Action
22.	Point to the Requests link.
23.	Click the My Pending Requests link. <div style="background-color: #3969ab; color: white; padding: 5px; text-align: center; margin-top: 5px;">My Pending Requests</div>
24.	On the Pending Requests page you may: <ul style="list-style-type: none"> Check the status of any of your requests Read the attached PDFs of your request when available Attach documentation if needed when the blue arrow displays on the item's row Approve the request when the pencil icon displays on the row and you are a custodian.
25.	Note the status for the stolen nitric analyzer says "Needs Backup Documentation". In this case, you would click the blue arrow and upload documentation from your computer.

Step	Action
26.	After documentation has been uploaded into myAssets, the status will change to "Pending AM review" while Asset Management reviews it.

For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit <http://www.fa.ufl.edu/departments/asset-management/>.