Business & Finance

Nashville State Community College 120 White Bridge Rd Nashville, Tennessee 37209

Department:



Description

Serial Number

Date of Loss

Cost

Please answer the following

- 1. What was the last known location of the missing property?
- 2. When was the missing property last seen?
- 3. What was the cause of the property loss?
- 4. When was the property last used?
- 5. Was the missing property vital to the operation of your department? YES NO
- 6. If the property was not in use and not vital to your department, please explain why it had not been declared surplus:
- 7. Please describe what steps have been taken to locate the missing property:
- 8. Please describe steps that have been taken to prevent property loss from occurring in the future:

9.	Will the missing property need to be replaced?	YES	NO
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Signatures:	
Dean\Director:	 Date:
Property Manager:	Date:

