THE UNIVERSITY OF TENNESSEE

__________________________ Campus or Unit

Summary of Theft, Mysterious Disappearance,
Burglary, or Vandalism of University Funds and Property

For the Month of __________________________

1. **Capital Equipment (Each Item Costing Over $5,000) Losses and Other (A)**

<table>
<thead>
<tr>
<th>Date of Occurrence</th>
<th>Location</th>
<th>Serial No. and Item Description</th>
<th>Tag Number</th>
<th>Cost or Estimated Value (B)</th>
<th>Type of Loss (C)</th>
</tr>
</thead>
</table>

2. **Minor Sensitive Equipment (Each Item Costing Under $5,000) Losses and Other (A)**

<table>
<thead>
<tr>
<th>Date of Occurrence</th>
<th>Location</th>
<th>Serial No. and Item Description</th>
<th>Tag Number</th>
<th>Cost or Estimated Value (B)</th>
<th>Type of Loss (C)</th>
</tr>
</thead>
</table>

Report prepared by ___________________________________________ Phone number __________________________

(please print name)

Approved ___________________________________________________

(A) Cash theft or shortage should be segregated by type (petty cash or daily receipts).
(B) Cost shown on University equipment inventory listing.
(C) **Type of Loss Code:**
   T - Theft or Mysterious Disappearance
   B - Burglary
   V - Vandalism

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