

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)**

| Date of Occurrence | Location | Serial No. and Item Description | Tag Number | Cost or Estimated Value (B) | Type of Loss (C) |
|--------------------|----------|---------------------------------|------------|-----------------------------|------------------|
|--------------------|----------|---------------------------------|------------|-----------------------------|------------------|

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

| Date of Occurrence | Location | Serial No. and Item Description | Tag Number | Cost or Estimated Value (B) | Type of Loss (C) |
|--------------------|----------|---------------------------------|------------|-----------------------------|------------------|
|--------------------|----------|---------------------------------|------------|-----------------------------|------------------|

Report prepared by _____ (please print name) Phone number _____

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