

State of Alaska
LOST / STOLEN / DAMAGED PROPERTY REVIEW

1. Department	2. Division	3. Section	4. Date
5. Property Location		6. Check One	
		<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen
		<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
7. Police Notified	<input type="checkbox"/> Yes (attach report)	<input type="checkbox"/> No	8. Witnesses
		<input type="checkbox"/> Yes, explain in 13	<input type="checkbox"/> No
9. Property Description:			
10. Serial #	11. Tag #	12. Value	
13. Circumstances:			
Signature of Custodian		Printed Name & Title	Date

COMPLETE 14-18 AND EXPLAIN ACTION TAKEN

14. I certify that, to the best of my knowledge, the above is true and correct.			
Negligence apparent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, disciplinary action taken?
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain precautions taken to safeguard State property:			
14a. Signature of Immediate Supervisor		Printed Name & Title	Date
I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings.		Recommendations:	
15. Signature of Department Property Officer		Printed Name & Title	Date
I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings.		Recommendations:	
16. Signature of Division Director or Designee		Printed Name & Title	Date
I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings. Item will <input type="checkbox"/> will not remain in service (for damaged items only).		Recommendations:	
17. Signature of Commissioner or Designee		Printed Name & Title	Date
18.	<input type="checkbox"/> Approved	Signature of State Property Manager	Date
	<input type="checkbox"/> Disapproved		
Item <input type="checkbox"/> will <input type="checkbox"/> will not be removed from inventory.		Recommendations:	