

Missing Inventory Item Investigation Report

Inventory Item: _____

Inventory #: _____ Program Item Assigned to: _____

Model #: _____ Serial #: _____

Purchase Date of Item: _____

Description of item (color, etc): _____

What site, room #, and/or staff person was the item assigned to: _____

Indicate who last saw item and under what circumstances. (Who, where, and when?)

List each person you spoke with in an attempt to locate the item. Beside their name, briefly indicate what they had to say. Also, indicate where you actually looked for the item, for example what rooms or sites you visited, etc. In other words, provide complete details, from start to finish, of what has been done to locate the item. (Use the back of this form and additional sheets if necessary.)

Based upon the facts, indicate what you think likely happened to the item.

Name of Person Conducting Investigation (Please print) _____

Signature: _____ Date: _____