

MEMORANDUM

Date: July 1, 2006
To: Budget Unit Directors
From: Rick Berry, Director of Materiel Management
RE: Stolen Fixed Asset Equipment

In order to maintain accurate property control records, please be advised that stolen fixed asset equipment must be reported to Campus Police, as well as Property Control. This information should be submitted on an Equipment Turn-In Form with a copy of the Police report attached and as much information as possible so that the item can be disposed of properly in our records. The most current Equipment Turn-In Form is available on the web at www.odu.edu/procurement under the link "Forms".

If you know of an incident which has not been reported to Property Control as stolen, please submit details immediately on a Equipment Turn-In Form.

If you have any questions, or should require additional information, please contact Felecia Samuel at 683-4274.