

## CP009.1E Asset Management: Lost or Stolen Assets Workflow

**Policy Type:** Administrative/Operations  
**Revision Date:** N/A

**Training Required:** No

### Workflow

#### Step 1

Identify the item that you are not able to locate.

#### Step 2

Employee will notify the help desk at [help@medicine.unlv.edu](mailto:help@medicine.unlv.edu) immediately of any lost or stolen items.

#### Step 3

Please contact your department leadership and alert him/her that you have lost the item.

#### Step 4

The staff/personnel to whom the equipment was assigned must also provide a written report of the theft which must be signed by the department signatory for [University Policy Services](#).

#### Step 5

IT Office: Inventory database will be updated.