

Missing / Unaccounted Form



REPORTING DEPARTMENT

Department Name: _____	Department ID: _____	<u>ASSET MANAGEMENT INFORMATION:</u>	
DPC Name: _____	Date: _____		Date Completed: _____
DPC Signature: _____			Completed by: _____
Report Date: _____			

*If the equipment is a data storage device (computer, server or laptop), departmental signer must indicate Y, that the equipment saves data. If this is true, they must also indicate (Y/N) if they are aware that the device has PII (Personally Identifiable Information) stored on it. Affirming the equipment saves data will shade the cell orange. If the cell is shaded, the second question must also be answered.

**PII is defined as both name and Social Security/credit card/debit card numbers. It does not include publicly available data. For a more specific definition, see MA General Laws, Chapter 93H section 1.

MISSING / UNACCOUNTED EQUIPMENT						DATA STORAGE DEVICE		PROPERTY DEPARTMENT		
Asset ID	UMB Bar Code	Serial	Description	Location Last Seen	ACQ Year	Saves Data Y/N	*Known PII on* Y/N	Capitalized Y/N	Cost	NBV

All efforts have been made. We have been unable to locate the equipment. Circumstances do not warrant further efforts and the equipment should be deemed lost.

DEPARTMENT MANAGER: Form must be signed by Department Head with signatory authorization (not designee).

Print Name: _____ Date: _____ Signature: _____

SUPERVISOR:

Print Name: _____ Date: _____ Signature: _____