

**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.