



BAINBRIDGE COLLEGE

MISSING PROPERTY FORM

REQUEST TO LIST PROPERTY AS "MISSING"

Property Accounting: (229) 248-2520

Property Accounting Fax: (229) 248-2594

SECTION 1

PROPERTY IDENTIFICATION INFORMATION			LAST KNOWN LOCATION	
Decal Number	Description	Process Taken to Locate Property	Building Name	Room #

SECTION 2

Authorization:

Department _____ Dept. # _____

Released by: _____ Phone: _____

Signed: _____ Date: _____

Department Head/Designated Representative

SECTION 3: Property Accounting Use:

Records Changed by: _____

Instructions:

1. The Department Property Coordinator will complete Section 1.
2. The Department Property Coordinator will complete and sign in Section 2
3. Upon completion of Sections 1 and 2, forward the form to Property Accounting
4. Section 3 will be completed by the Property Accounting Office