

# **What To Do With Missing Assets**

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1. First, look for the asset thoroughly through all possible offices and spaces where it could potentially be located. We recommend sending an email out to your department asking others to quickly check if they have the asset by referring to the *UT Tag #* or *Serial Number*.
  - a. [Need to find out a Tag # or Serial # of an asset? Click here.](#)
2. If the device cannot be found, email [trevor.anderson@utahtech.edu](mailto:trevor.anderson@utahtech.edu) with either the *Asset ID* or *UT Tag #* and briefly explain what you have done to attempt to find the asset. The Plant Office has other resources that may aid in locating missing assets.
  - a. If you discovered the asset missing during an annual inventory cycle, follow the directions provided at the beginning of inventory for reporting missing assets.
3. Ultimately, if the asset is determined to be actually missing, you will be asked to fill out and email [this form](#) to the Plant Office.
4. The Plant Office, a component of Business Services, will do a thorough physical and digital search for all missing assets every year. Additionally, Business Services is required annually by [Policy 225.4.2](#) to provide a list of missing assets to the Vice President of Administrative Affairs. The forms submitted by custodians create the basis of the report submitted to the Vice President. From there, Administrative Affairs may pursue further investigation into missing assets.

**Assets potentially missing due to theft need to be reported to the Plant Office immediately.**

Email [fixedassets@utahtech.edu](mailto:fixedassets@utahtech.edu) for questions