

## Report of Survey Loss/Stolen Form or LS1

This form is to report the loss or stolen status of Levy County Property

1. Date of form being filled out.
2. The Accountable Officer or Dept. Head
3. The Dept Contact
4. Dept Code. See attached.
5. Dept. name
6. Phone number
7. Asset #. Your office should have updated lists on Asset # and its description, date acquired and cost. We have attached new list of your current assets.
8. Stolen, a police report or case # should be noted.
9. Check if lost.
10. Person(s) accountable for property.
11. Action taken to locate property and please be thorough with description.
12. How was the item secured, stored or accounted for: Please explain
13. Procedure that has been implemented to control loss. (Explain)
14. Accountable Officer must sign date.
15. Dept. Head must sign.
16. Next section will go before survey board for consideration of information.
17. Department will retain a signed copy – forward signed original to Levy County Clerks Office  
Finance Dept./Asset Mgr.