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**Property Management Plan (PMP) for** **Stolen/Lost Property Acquired Under**

**FAR Clause 52.245.1**

**Instructions and Information:**

1. These records/reports only apply to government property/equipment acquired under any contract that includes a property clause under Federal Acquisition Regulation FAR 52.245.1
2. The Export Control Classification Number (ECCN) can be found on the Bill of Lading or on the invoice supplied by the manufacturer or vendor. If the ECCN is not on either, call the manufacturer or vendor, ask for the shipping department, and ask for the ECCN.
3. Please attach an original copy of all supporting documentation.
4. Once completed for all equipment, please forward the record/report to the Export Control Officer at [exportcontrols@uncc.edu](mailto:exportcontrols@uncc.edu).

**Investigation Report:**

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| --- | --- | --- | --- | --- | --- |
| **Date of Incident:** | Click here to enter text. | | | | |
| **Equipment Name:** | Click here to enter text. | | **Manufacturer:** | Click here to enter text. | |
| **Model Number:** | Click here to enter text. | | **Serial Number:** | Click here to enter text. | |
| **Equipment Description:** | | Click here to enter text. | | | |
| **Contract Number:** | Click here to enter text. | | **Unique-Item Identifier / ECCN:** | | Click here to enter text. |

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| **Statement Indicating Current or Future Need:** |
| Click here to enter text. |
| **Acquisition Cost or Estimated Repair / Replacement Cost:** |
| Click here to enter text. |
| **Cause and Corrective Action Taken or to be Taken to Prevent Recurrence:** |
| Click here to enter text. |
| **Statement that the Government will Receive any Reimbursement Covering the Loss, Theft, Damage or Destruction in the Event the University is Reimbursed or Compensated:** |
| Click here to enter text. |
| **Statement that the Property did or did not Contain Sensitive or Hazardous Material, and if so, That the Appropriate Agencies were notified:** |
| Click here to enter text. |
| **Last known Location of Property/Equipment:** |
| Click here to enter text. |

**NOTE**: Property = Equipment