**LOSS OR THEFT OF EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| To: | Property Control Office: |  |
| From: | Department Chair/Coordinator: |       |
|  |  |  |
| Thru: | Division Chairperson |       |
|  | Director/Dean |       |
|  | Associate Vice President: |       |
|  | Vice President |       |
|  | President |       |
|  |  |  |
|  |  |  |
|  | A. Description of Equipment: |       |
|  | B. Asset Number: |       |
|  | C. Date equipment was reported missing: |       |
|  | D. Last known location of equipment: |       |
|  | E. Actions taken to locate the equipment: |
|  |       |
|  |       |
|  |       |
|  | F. Measures taken to prevent recurrence of missing equipment:  |
|  |       |
|  |       |
|  |       |
|  |  |
|  |       |  |       |
|  | Department Chair/Coordinator |  | Date |
|  |
| The above report has been reviewed and it is recommended that the department chair/coordinator [ ]  to be relieved or [ ]  not to be relieved from financial responsibility for the loss of specified equipment.  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|       |  |       |  |       |  |       |
| Director/Dean |  | Date |  | Associate Vice President |  | Date |

 [ ]  Approve [ ]  Disapprove [ ]  Approve [ ]  Disapprove

 [ ]  Approve [ ]  Disapprove [ ]  Approve [ ]  Disapprove

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|       |  |       |  |       |  |       |
| Vice President |  | Date |  | President |  | Date |

CC. Director of Procurement and Equipment

 Office of Public Safety and Security

Senior Vice President for Business and Finance