

Equipment Loss Report
California State University Fresno

TO PROPERTY CONTROL

This is to report the loss of equipment belonging to _____ (Department or Office title)

Date loss or theft occurred ___ / ___ / ___ Time _____ Building _____ Rm _____
If equipment was stored in a room or cabinet, were locks secured? _____ Cabled down? _____
If no, explain _____

Was equipment found missing during inventory? _____ What precautions are in effect to prevent any further loss of equipment? _____

Have you notified the University Police? _____
If no, explain _____

If equipment was lost or stolen off campus, were local authorities informed? _____
If no, explain _____

Attach copy of Equipment Agreement Check-out, if applicable.

DESCRIPTION OF PROPERTY ITEM

Item _____

CSUF Tag No. _____ Serial No. _____

Brand Name _____ Model No. _____

SUMMARIZE OTHER DETAILS RELATING TO THIS LOSS

Is there insurance to cover this loss? _____
If yes, please indicate insurance company _____
Has the insurance company been contacted? _____

Property Control Designee, Date _____ Dean, Director or Department Head, Date _____

Lost, stolen or destroyed equipment will be charged against responsible individuals if negligence was involved.