

INSTRUCTIONS FOR THE CSUB EQUIPMENT LOST/STOLEN REPORT

This report is to be completed anytime there is a loss or theft of University equipment. This includes both tagged and non tagged items in the reporting department's custody. Also, Public Safety should be notified so that a Crime Report may be completed. Please complete the form in its **entirety** per state auditing requirements. The original completed Lost/Stolen report should be forwarded to Doug Smith in Asset Management. Any form with incomplete information or signatures will be sent back to the sending department for completion. All the information should be legibly printed with the exception of the required signatures at the bottom of the report. Each department should retain a copy of the completed report for their records. There should be one report filed for each item reported.

1. Write in the reporting department name.
2. Write in the date of the report.
3. Describe the equipment item that has been Lost/Stolen. (i.e. computer, printer, palm pilot, laptop, etc.)
4. Write the manufacturer of the item. (i.e. Gateway, Dell, etc.)
5. Write the model number of the item. (i.e. E3000, Latitude C840, etc.)
6. Write the manufacturer's serial number of the item.
7. If available, write the date of purchase and purchase order number of the item.
8. If applicable, write the CSUB Bar Code or Metal Tag number.
9. Write in the approximate date that the item was discovered missing.
10. Mark the appropriate box if you have or have not reported the item missing to Public Safety.
11. Write the date that you reported the item missing to Public Safety.
12. Write the Case Number that was assigned by Public Safety when they were taking their report from the reporting person in the department.
13. Write the date/time that the item was last seen.
14. Write the name of the person(s) who last saw the item.
15. Write the known location of the item. (i.e. DDH, Room D100)

16. Check the appropriate box saying whether the item was secured in the last known location. (i.e. Was the room locked/ not locked at the time your department discovered the item missing)
17. Write in which person(s) had keys to the area in which the item was discovered missing.
18. Check the appropriate box if your department does or doesn't have a person in your department who is responsible for the department's equipment inventory.
19. If you checked "Yes" to step number 18, write in the name of the person(s) in your department who are responsible for your department's equipment inventory.
20. Write in the steps that your department has taken to find or recover the equipment reported Lost/Stolen.
21. Write in the precaution(s) that your department has taken to prevent further loss of equipment.
22. Write a **detailed** narrative of the events surrounding the Loss/Theft of the equipment item. You may use additional sheets if needed.
23. If the Loss/Theft of the equipment item occurred off campus, write in the name(s) of the person(s) authorizing the items use off campus.
24. Write in the precautions that were used by the person(s) using the equipment to ensure that the item would be safely secured while the item was in use off campus.
25. If, applicable did the person(s) using the equipment off campus report the loss to the local police department.
26. If, applicable check the box if the loss was insured by either the university or private insurance. If private insurance, write in the company name and the address of the company that is financially responsible for the loss.
27. The individual in the department completing the information in this report should sign in this space.
28. The department chair for the academic departments or the immediate supervisor of the individual in administrative departments should sign in this space.
29. The Dean of academic departments or the Director/VP in the administrative departments should sign in this space.