

INDIANA STATE UNIVERSITY

Equipment Loss or Theft Report

Department		Date	
		Lost	Stolen
Location:			
Building		Room	

Equipment Description

Property Tag

Make	Serial
Model	Cost or Value

Person Directly Responsible for Equipment

Time and Circumstances Regarding Loss:

Steps taken to prevent further losses

Signatures of Acknowledgement:

Head of Department	Date
Dean or Admn. Officer:	Date

Copy to:

- Property Accounting
- Public Safety
- Insurance Coordinator
- Director of Contracts & Grants (If Grant Equip.)