

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558 Fax: 408-924-1574

Upon discover of a theft or missing property item, complete this report to the degree possible and forward immediately to the University Police Department (UPD). Do not delay transmission while awaiting details such as an insurance policy number. Such information can be provided later. For assistance in obtaining asset numbers and/or serial numbers as well as the cost of missing items, contact the Property Coordinator in Contracts and Purchasing Services at extension 4-1565.

To: San José State University Police Department

| | | | |
|-----|---|----------------------|--|
| 1. | Report Prepared By: _____ | Date Prepared: _____ | |
| 2. | Classification: Staff Faculty Part-Time Faculty Student | | |
| 3. | This is to report the loss of equipment belonging to SJSU: Yes No | | |
| 4. | Date theft or loss occurred: _____ | Time: _____ | a.m. p.m. Bldg./Rm.: _____ |
| 5. | Was equipment stored in a locked, secured location? Yes No | | |
| 6. | What precautions are in effect to prevent any further loss of equipment? _____ | | |
| 7. | Was equipment checked out to you? Yes No | | |
| 8. | Was this a class project? Yes No | | |
| | If class project, provide the course name, course number, and instructor's name: _____ | | |
| 9. | Do you have insurance to cover the loss of this equipment? Yes No | | |
| | If yes, provide the name of the insurance company and policy number: _____ | | |
| 10. | Have you contacted the insurance company regarding this loss? Yes No | | |
| | If no, please explain: _____ | | |

Property Description

Complete row(s) below. If more than two items are missing, attach additional sheet.

| | Item | Make | Model | Serial No. | Asset No. | Cost |
|----|---|------|-------------|------------|--------------|------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | Summarize other details relating to this loss: _____ | | | | | |
| 4. | Signature: _____ | | Date: _____ | | Title: _____ | |

| For UPD Use Only | |
|-------------------------|-------------|
| Case No.: _____ | Date: _____ |

| For Property Use Only | |
|------------------------------|-------------|
| Case No. _____ | Date: _____ |