



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 Office.

To: San José State University Police Department

Report Prepared By: _____ Date Prepared: _____
 Classification: Student Staff Faculty Part-time Faculty
 This is to report the loss of equipment belonging to SJSU _____
 Date loss or theft occurred: _____ Time: _____ Building/Room: _____
 Was equipment stored in a locked, secured location? Yes No Cabled down? Yes No
 If no, explain _____
 Were these items found missing during inventory? Yes No
 What precautions are in effect to prevent any further loss of equipment? _____
 Was equipment checked out to you? Yes No Was this a class project? Yes No
 If yes, please list: Course Name: _____ Instructor's Name: _____
 Do you have insurance to cover the loss of this equipment? Yes No
 If yes, please list: Insurance Company: _____ Policy Number: _____
 Have you contacted your insurance company regarding this loss? Yes No
 If no, please explain: _____

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

| | | | |
|----|---------------|----------------|--------|
| 1. | Item: | Make: | Model: |
| | Asset Number: | Serial Number: | Cost: |
| 2. | Item: | Make: | Model: |
| | Asset Number: | Serial Number: | Cost: |

Please use the space below to summarize other details relating to this loss.

Signature: _____ Date: _____ Title: _____

For UPD Use Only

Case Number _____ Date _____

For Property Use Only

Case Number _____ Date _____