SJSU Property Loss / Stolen / Destroyed Report

This is to report the loss/stolen/destroyed or vandalism of University property belonging to

Dept:      Deptid:       Date of Report:

**(Note: You are also required to submit a Request to Survey Property form. Refer to:** [**http://www.sjsu.edu/fabs/docs/survey\_rpt.pdf**](http://www.sjsu.edu/fabs/docs/survey_rpt.pdf)**)**

**1.** Date loss/stole or vandalism occurred:       Time:       Location:       Building:       Room:

**2.** If property was stored in room or cabinet, were locks secured?

Yes [ ]  No [ ]  Cabled down? Yes [ ]  No [ ]  If no, explain:

**3.** Were these items found missing during inventory? Yes [ ]  No [ ]

**4.** What precautions are in place to prevent any further loss of property?

**5.** Have you notified the University Police Department or other police department? Yes [ ]  No [ ]

If yes, Case or Incident #:       If no, explain:

**6.** If property was lost, stolen or vandalized off-campus, were local authorities informed? Yes [ ]  No [ ]

If yes, Case or Incident #:       If no, explain:

**7.** Was property checked out to you? Yes [ ]  No [ ]  Was this a class project? Yes [ ]  No [ ]

Course Project:       Instructor’s Name:       Who approved issue:

**8.** Did property store Level 1 and/or 2 data? Yes [ ]  No [ ]  (Examples: Education Records (Student Names, Grades, GPA,PII (Personal Identifiable Information), Soc Sec #, Driver’s License, Credit/Debit card #, Passwords or Credentials Grant Access to Level 1 and/or Level 2 Data, Medical Records)

For more information: [Cheat Sheet: Information Classification and Handling](http://its.sjsu.edu/docs/security/Cheat_Sheet_Information_Classification.pdf)

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| --- | --- | --- |
| ITEM:  | ITEM: | ITEM: |
| BRAND: | BRAND: | BRAND: |
| MODEL: | COST: | MODEL: | COST: | MODEL: | COST: |
| SJSU TAG: | S/N: | SJSU TAG: | S/N: | SJSU TAG: | S/N: |

(USE ATTACHMENT FOR ADDITIONAL ITEMS OR EXPLANATION)

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**9.** Summarize other details relating to this loss:

**10.** If this equipment was used off-campus, who authorized its use?

**11.** Do you have insurance to cover the loss of this equipment? Yes [ ]  No [ ]  If so, indicate insurance company/address you are listed with:

Have you contacted your insurance company? Yes [ ]  No [ ]  If no, explain:

**12. CLASSIFICATION: Student** [ ]   **Staff** [ ]  **Faculty** [ ]  **Auxiliary** [ ]

*"I hereby certify that to the best of my personal knowledge, the above statements are true and correct".*

 Print Name/Title Phone/Email where you can be contacted

 Signature Date Submitted

***Lost, stolen or destroyed property will be charged against responsible individuals if negligence or unauthorized use was involved.***

***Submit Form To: The Information Security Office at security@sjsu.edu.***