

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO  
EQUIPMENT LOSS REPORT**

To: PROPERTY MANAGEMENT

This is to report the loss of equipment belonging to

Cal Poly - San Luis Obispo - \_\_\_\_\_

(Department of Office Title)

Date loss or theft occurred \_\_/\_\_/\_\_ Time \_\_\_\_ AM\_\_ PM\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

If equipment was stored in room or cabinet, were locks secured? \_\_\_\_\_ Cabled down? \_\_\_\_\_

If no, explain \_\_\_\_\_

Were these items found missing during inventory? \_\_\_\_\_

What precautions are in effect to prevent any further loss of equipment? \_\_\_\_\_

Have you notified the University Police Department? \_\_\_\_\_ If no, explain \_\_\_\_\_

If equipment was lost or stolen off campus, were local authorities informed? \_\_\_\_\_ If no, explain \_\_\_\_\_

Was equipment checked out to you? \_\_\_\_\_ Was this a class project? \_\_\_\_\_

Course name \_\_\_\_\_ Instructor's name \_\_\_\_\_

Who approved issue? \_\_\_\_\_

ITEM _____	ITEM _____	ITEM _____
BRAND _____	BRAND _____	BRAND _____
MODEL _____ COST _____	MODEL _____ COST _____	MODEL _____ COST _____
DECAL _____ SN _____	DECAL _____ SN _____	DECAL _____ SN _____

(USE ATTACHMENT FOR ADDITIONAL ITEMS OR EXPLANATION)

Summarize other details relating to this loss. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have insurance to cover loss of this equipment? \_\_\_\_\_

If yes, please indicate insurance company you are listed with: \_\_\_\_\_

Have you contacted your insurance company? \_\_\_\_\_ If no, explain \_\_\_\_\_

CLASSIFICATION:    Student     Staff     Faculty     PartTime Faculty

Signature

Title

Date

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