

CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION
Missing or Stolen Item Report

To: Foundation IST

Current Date: _____

From: _____
(Department)

The item below is missing from our area. Please prepare the necessary paperwork to remove it from our inventory. If you have any question regarding this loss please contact _____ at extension _____. We also understand that this information will be used by the Foundation in determining disposition.

Tag No.: _____ Description: _____

Serial No.: _____ Manufacturer: _____ Model: _____

Time and Date Last Seen: _____ Location: Bldg/Room _____

Was the item secured? Yes No

Was the room locked? Yes No

Was the item stolen? Yes No

If YES, please provide any facts or opinions which you consider pertinent to the theft:

State what precautions will be taken to prevent future losses:

Notification of thefts to University Police (Required on all thefts)

Date University Police Notified: _____ Police Report No.: _____

Signature of Project Director experiencing the loss: _____

THIS SPACE FOR UNIVERSITY POLICE USE

THIS SPACE FOR PROPERTY MANAGEMENT OFFICE

Date Report Received: _____

Value of Item: _____ Fixed Assets Coordinator's Signature: _____