

Asset Management Lost or Stolen Property Form

In the event assigned equipment is lost or stolen a report shall be filed and forwarded to the CSUF Asset Management Office upon discovery.

Submit to CSUF Asset Management, T-1101B

Questions? Email: AssetManagement@fullerton.edu or Phone: (657) 278 – 7748

- For incidents involving theft or vandalism with on-campus property, an incident report must be filed with campus **UPD Office: (657) 278 - 4308**.
- For incidents with off-campus property, the local police department shall be notified and a police report filed for the stolen and/or vandalized property.
- In all cases of theft or loss of information assets or equipment containing Level 1 (Confidential) or Level 2 (Internal Use) information, the **CSUF IT Security Department** must be notified immediately upon discovery.
- Retain a copy of UPD Report and Lost or Stolen Property Form.

Please Complete:

Today's Date:	Department:	School or Division:
Asset Custodian/Employee Name:	Signature:	Ext:
Department Administrator Name:	Signature:	Ext:

1. Asset Lost or Stolen: Lost: <input type="checkbox"/> Stolen: <input type="checkbox"/>	Date Asset Reported Lost or Stolen:	Police Report Number:
Property Asset Tag Number:	Asset Description, Model, Manufacturer, Serial Number:	
Comments:		

2. Asset Lost or Stolen: Lost: <input type="checkbox"/> Stolen: <input type="checkbox"/>	Date Asset Reported Lost or Stolen:	Police Report Number:
Property Asset Tag Number:	Asset Description, Model, Manufacturer, Serial Number:	
Comments:		

3. Asset Lost or Stolen: Lost: <input type="checkbox"/> Stolen: <input type="checkbox"/>	Date Asset Reported Lost or Stolen:	Police Report Number:
Property Asset Tag Number:	Asset Description, Model, Manufacturer, Serial Number:	
Comments:		

Office Use Only		
Asset Management Assessment and Comments:		
Asset Management Name:	Signature:	Date: