



Missing or Lost Property Form

In the event that equipment becomes missing, lost, stolen or vandalized, a report shall be filed and forwarded to the CSU, Fullerton – University Police Department and the Asset Management Office upon discovery. For incidents with on-campus property, an incident report must be filed with the campus University Police Department in the case of stolen and/or vandalized property. For incidents with off-campus property, the local police department shall be notified and a police report filed in the case of stolen and/or vandalized property. In all cases of theft or loss of information assets or equipment containing information assets, the CSU, Fullerton IT security department must be notified immediately upon discovery.

Please Fill Out the Following Information:

Today's Date:	Police Report #:
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Is the Asset Missing or Lost:	Date Asset Went Missing:
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Asset Tag and Description:	Serial Number:
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Dept ID:	Custodian:
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Custodian/Employee Name: _____

Custodian/Employee Signature: _____ *Date:* _____

Department Head Name: _____

Department Head Signature: _____ *Date:* _____

Submit to The Asset Management Office | Questions? Email DL-AssetManagement@fullerton.edu

1. Fill out the Missing/Stolen Property Report with all of the above information including a signature from Management.
2. For any asset missing or stolen please fill out a police report with UPD and notify Asset Management as soon as possible.
3. Retain a copy of the police report and the Missing/Stolen Property Form.