

Missing, Lost, Replaced, or Destroyed Property Form

In the event assigned equipment becomes missing, lost, replaced, or destroyed a report shall be filed and forwarded to the CSUF Asset Management Office upon discovery.

- For incidents involving theft or vandalism with on-campus property, an incident report must be filed with Campus PD.
- 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 sensitive data, the CSUF IT security department must be notified immediately upon discovery.

Please Complete:

TODAY'S DATE:		DEPARTMENT:	
IS THE ASSET MISSING, LOST, REPLACED, OR DESTROYED:		DATE ASSET REPORTED MISSING, LOST, REPLACED, OR DESTROYED:	
ASSET TAG NUMBER:	DEPARTMENT ID:	ASSET CUSTODIAN:	
ASSET DESCRIPTION, MODEL, AND MANUFACTURER INFORMATION:			

Custodian/Employee Name: _____

Custodian/Employee Signature: _____ Date: _____

Department Head or Administrator Name: _____

Department Head or Administrator Signature: _____ Date: _____

Submit to CSUF Asset Management, T-110

Questions? Email: AssetManagement@fullerton.edu or Phone: 657-278-7748

1. Fill out the Missing, Lost, Replaced, or Destroyed Property Report with all of the above information including a signature from Management.
2. For any asset stolen or vandalized please fill out a police report with Campus PD and notify Asset Management as soon as possible.
3. Retain a copy of the police report and the Missing/Stolen Property Form.
4. Theft or loss of information assets or equipment containing information, the CSUF IT security department must be notified.

Front Office Use Only

Asset Management Representative Name:

Asset Management Representative Signature:

Date Asset Reported Missing Lost Replaced or Destroyed:

Additional Comments: