

Lost/Stolen/Broken Equipment Form

Programs



Instructor Details

Instructor Name	
Phone Number	
Program Name	
Program Location	

Incident Information

Type of Equipment	Equipment status (must check one) <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen
Incident Date	Needs Replacement?* <input type="checkbox"/> Yes <input type="checkbox"/> No
If stolen, Police Report Reference No.: <i>All stolen equipment must be reported to the police. Submit this form to ASM <u>after</u> filing a police report.</i>	<i>In accordance with the Technology Resources Usage Policy and Acknowledgement, Employee is responsible for the entire cost of repair or replacement in the event that ASM-issued equipment is lost, stolen, or broken while in your possession.</i>
Description of Incident (write briefly what happened to the equipment)	
Comments (if any)	

Equipment Information – check program budget for information

Equipment Model Number	Serial Number (if any)
Repair Cost Estimate	Approximate Equipment Cost

Signatures – all boxes must be signed

Instructor	Program Specialist
Purchasing Manager	Program Quality Officer