

CSU Monterey Bay Property Department

PROPERTY LOSS REPORT

Date and approximate time loss/theft occurred: _____

Location loss/theft occurred: _____

If on-campus, date and time loss/theft reported to University Police: _____ Case #: _____

Loss/theft occurring off campus is to be reported to the local law enforcement agency. Forward case # to University Police.

If off-campus, loss/theft reported to: _____ Date reported: _____ Case #: _____

Were these items found missing during inventory? Yes No

Summarize details relating to this loss: _____

What precautions are in effect to prevent any further loss of equipment? _____

List missing item(s). Use attachment for additional items or explanation.

ITEM	BRAND	MODEL	COST	SERIAL #	BARCODE #	ASSIGNED TO*

*If missing property was on loan, attach copy of Property Loan Agreement(s)

Signature _____ Title _____ Date _____