

Brigham Young University-Hawaii

Report of Lost or Stolen Equipment

(Send to Fixed Asset Supervisor at financialservices@byuh.edu or mail to BYUH Box #1955, remember to keep a copy for dept. records)

Department _____ Fund & Dept ID ____ - ____ - ____ - ____ - ____

Retirement is requested for the following equipment which has been lost or stolen:

Blue Tag #	Item Description	Serial No.	Model

Custodian responsible for equipment _____ Phone: _____

Date and time of loss _____

Circumstances regarding loss _____

Steps taken to prevent further losses _____

If theft has occurred:

Date University Security notified _____ Stolen Report # _____

Approved: Custodian _____ Date _____

Dean/Director _____ Date _____

Reviewed: Fixed Asset Supervisor _____ Date _____

Retired Date _____