

Campus or Unit \_\_\_\_\_

Summary of Theft, Mysterious Disappearance, Burglary, or  
Vandalism Of University Funds and Property

For the Month of \_\_\_\_\_

1. Capital Equipment (Each Item Costing Over \$5,000) Losses and Other (A)

#	Date of Occurrence	Location	Serial No.	Item Description	Tag Number	Cost or Estimated Value (B)	Type of Loss (C)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
*add additional items on page 2						Total	\$ -

2. Minor Equipment (Each Item Costing Under \$5,000) Losses and Other (A)

#	Date of Occurrence	Location	Serial No.	Description	Tag Number	Cost or Estimated Value (B)	Type of Loss (C)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
*add additional items on page 2						Total	\$ -

Report Prepared by \_\_\_\_\_

Phone Number \_\_\_\_\_

Approved \_\_\_\_\_

(A) Cash theft or shortage should be segregated by type (petty cash or daily receipts).  
(B) Cost shown on University equipment inventory listing.  
(C) Type of Loss Code  
T - Theft or Mysterious Disappearance  
B - Burglary  
V - Vandalism

1. Capital Equipment (Each Item Costing Over \$5,000) Losses and Other (A)

#	Date of Occurrence	Location	Serial No.	Item Description	Tag Number	Cost or Estimated Value (B)	Type of Loss (C)
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

2. Minor Equipment (Each Item Costing Under \$5,000) Losses and Other (A)

#	Date of Occurrence	Location	Serial No.	Description	Tag Number	Cost or Estimated Value (B)	Type of Loss (C)
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
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26							
27							
28							
29							
30							