

Lost/Stolen/Damaged Equipment

Use this form if computing equipment has been lost, stolen or damaged.

Please tick one of the boxes below:

Lost Stolen Damaged

| | |
|--|--|
| Name: | |
| School: | |
| Phone: | |
| Asset #: | |
| Make | |
| Model | |
| Serial #: | |
| Service Provider Incident #: | |
| Police Report # (if stolen): PROMIS # | |
| Details of loss/ theft/ damage: | |

NOTE: If your equipment was stolen and you don't have a Police Report Number , we can't process this form. You must also ensure a job is logged with the appropriate Service Provider's help desk.

Principal/Manager

I confirm that the above asset has been lost/stolen/damaged.

| | |
|-------------------|--|
| Name: | |
| Title: | |
| Signature: | |
| Date: | |

Once completed please fax to IT Services Branch Attn: Operations 8999 5611

| ITSB Use Only | | | |
|-------------------|--|-----------------------|--|
| Incident Recorded | | ComputerFleet advised | |
| DELL advised | | Other parties advised | |

