



## COLLEGE OF THE NORTH ATLANTIC REPORT OF ASSET THEFT OR LOSS

This form shall be used to report the loss of any College asset. This will apply to equipment, furniture or material loss due to theft, mislaid, damaged beyond repair or vandalism.

### Description of Occurrence

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

THEFT:  VANDALISM:  LOST/MISLAID:  DAMAGED:

DESCRIPTION OF ITEM: \_\_\_\_\_

ASSET #: \_\_\_\_\_ MODEL #: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

Was there evidence of Break and Entry? YES  NO

If YES describe how entry was gained.  
\_\_\_\_\_  
\_\_\_\_\_

Did you call the police: YES  NO  TIME/DATE: \_\_\_\_\_

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_

Report prepared by: \_\_\_\_\_  
TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

### INVENTORY CONTROL CLERK

Item was recovered and returned to service on Date \_\_\_\_\_ Name \_\_\_\_\_

Item was not recovered and should be written off. Date \_\_\_\_\_ Name \_\_\_\_\_