San Diego State University Research Foundation

Property Loss / Damage Report

Damage Loss Details	
Date & Time of Damage / Loss:	
Type of damage / loss:	
Location - specific address / room:	
Project / Grant associated with damage / loss - grant #:	
Responsible party of property at time of incident:	
Contact info / Phone # / E-mail:	
Driver's License # (if applicable)	
Date of notice & communicated to whom:	
Police Report Filed / Case Number:	
Person(s) notifying Police:	
When was damage / loss first discovered - BY WHOM:	
Pictures available or attached?	
Was personal information about anyone's SSN etc. maintained on stolen equipment (computer, PDA etc.) Please use another attachment if necessary:	
Indication of forced entry:	
Security measures available:	
Estimated replacement costs to repair damages or replace property:	
Equipment Controls	
Controls in place to prevent damage / loss:	
Were all controls followed:	
Sign-out procedures in place:	
Ideas to prevent future similar DAMAGE / LOSS:	
Description:	
Foundation Tag #:	
Make:	
Model:	
Serial Number:	
Cost to repair or replace (copy of RECEIPT/ INVOICE):	
PO #	
Purchase Fund / Account Number(s):	
Completed by Signature:	
Completed by (PRINT NAME):	
Date Completed:	
Contact (Phone, Fax, E-mail):	