



# MISSING PROPERTY OR DAMAGE OF EQUIPMENT CLAIM FORM

**MISSING PROPERTY      PROPERTY DAMAGE**

Reported By: _____ Department: _____	Phone Number: _____ Campus Address: _____
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**IF MISSING, COMPLETE THE FOLLOWING:**

Date Discovered Missing: \_\_\_\_\_ Time Discovered Missing: \_\_\_\_\_  
 Equipment: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
 Date Equipment last seen: \_\_\_\_\_ Time when Equipment was last seen: \_\_\_\_\_  
 Location from which Equipment went missing: \_\_\_\_\_

<b>Was Equipment Secured</b>	Yes No	If Yes, please describe _____ _____
<b>Was there Evidence of Forced Entry</b>	Yes No	If Yes, please describe _____ _____
<b>Were Police Notified</b>	Yes No	If Yes, which Police Department: _____ Date of Report: _____
<b>Attach a Copy of the Police Report</b>		
<b>Equipment Details</b>	Date Equipment Purchased: _____ Price: _____ What was the Equipment used for: _____	
<b>Attach a copy of the Original Purchase Order or Invoice</b>		

**IF DAMAGED, COMPLETE THE FOLLOWING:**

Equipment: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
 Date Equipment Damaged: \_\_\_\_\_ Time Equipment Damaged: \_\_\_\_\_  
 Description of Damage: \_\_\_\_\_

<b>Equipment Details</b>	Date Equipment Purchased: _____ Price: _____ What was the Equipment used for: _____	
<b>Attach a copy of the Original Purchase Order or Invoice</b>		
<b>Estimate of Repair</b>	Yes No	If Yes, Amount: _____
<b>Attach a copy of the Estimate</b>		

<b>Signature</b>	_____	<b>Date</b>	_____
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**PLEASE EMAIL COMPLETED FORM WITH ATTACHMENTS TO:**  
**Coastal Alabama Community College Fiscal Services Office**  
**Purchasing Agent**