



**FAIRMONT STATE UNIVERSITY
 LOST OR STOLEN PROPERTY FORM**

Location of Property: _____ **Custodian:** _____

Police Report #: _____ **Officer Name:** _____

Description	Asset Tag #	Serial #	Trade-In Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Detailed Explanation of Loss: In case of theft or robbery, notify campus security immediately when loss is discovered. If such loss was not reported at the time of the discovery, give a complete explanation of why not. Attach copies of police reports, if applicable.

We acknowledge that the above information is accurate and completed to the best of our knowledge.

_____	_____	_____
Custodian Name and Title	Custodian Signature	Date
_____	_____	_____
Dean/VP/Director and School or Department	Dean/VP/Director Signature	Date
_____	_____	_____
Campus Police Officer Name	Campus Police Officer Signature	Date

Completed form should be returned to Accounting to correctly reflect asset records.