



Fixed Assets
Phone: 703-993-4456
Email: assets@gmu.edu

Equipment Loss Form

Instructions: Use this form to report a theft or suspected theft, casualty loss or damage, or other loss of equipment to the Risk Management and Fixed Assets offices.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Police Incident # and description of casualty: _____

NOTE: *Fixed Assets cannot delete items from inventory until the incident has been reported to and processed by Risk Management and/or University Police.*

List all affected equipment below:

Item Description:	Barcode:
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Item Description:	Barcode:
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For Fixed Assets Use Only	
_____	_____
Entered By	Date