



Brigham Young University Lost or Stolen Capital Equipment Report

Send or email original to am@byu.edu. Retain a copy for your department.
 Questions: Marshall Chamberlain, marshall_chamberlain@byu.edu, C-267 ASB, 2-4436 or
 Andrew Neil, andrew_neil@byu.edu, C-255 ASB, 2-9766

Requestor: _____ **Extension:** _____ **Email:** _____ **Date:** _____

Department: _____

TAG#	ITEM DESCRIPTION	MFG	MODEL	SERIAL#	CUSTODIAN	Provided by Asset Management		
						DATE ACQ	COST	NBV

Circumstances regarding loss

Steps taken to prevent future losses

If theft has occurred: Police notified date: _____

Incident report: _____

Dept Chair/Manager: _____

DATE: _____

Dept Controller: _____

DATE: _____

Dept Dean/Director: _____

DATE: _____

Asst. Admin VP-Finance (Cost > \$5,000): _____

Alan Moose

DATE: _____

President (Cost > \$25,000): _____

C. Shane Reese

DATE: _____

Asset Management: _____

DATE: _____