



Brigham Young University Lost or Stolen Capital Equipment Report

Send or email original to am@byu.edu. Retain a copy for your department
Questions: Contact Ben Wake ben_wake@byu.edu C255 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 (>\$5,000): _____

Alan Moose

DATE: _____

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

Kevin J. Worthen

DATE: _____

Asset Management: _____

DATE: _____