

**FAIRMONT STATE
UNIVERSITY**

**PIERPONT COMMUNITY
AND TECHNICAL COLLEGE**

LOST OR STOLEN PROPERTY FORM

SCHOOL /DEAN

Location of Property: _____ **Date:** _____

Description	Asset #	Police Report #	Date Purchased	Cost or Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Detailed Explanation of Loss: In case of theft, notify campus security immediately when the 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 the campus police report, if applicable.

The above information is accurate to the best of my knowledge.

Asset Custodian

Date

Dean/Chair of School or
VP or Director of Department

Date

Attach copy of police report and forward this form to Accounting (Patti Murray-Fidura).