

**FAIRMONT STATE  
UNIVERSITY**

**PIERPONT COMMUNITY  
AND TECHNICAL COLLEGE**

**LOST OR STOLEN PROPERTY FORM**

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**SCHOOL /DEAN**

**Location of Property:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Description</b>	<b>Asset #</b>	<b>Police Report #</b>	<b>Date Purchased</b>	<b>Cost or Value</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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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.

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**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).**