

Baylor University
Lost, Stolen, Damaged or Recovered Property Report

WORK ORDER # (if applicable): _____

DEPARTMENT: _____

ADDRESS: _____ TELEPHONE: _____

EMPLOYEE REPORTING INCIDENT (Please Print): _____

EMPLOYEE'S IMMEDIATE SUPERVISOR (Please Print): _____

NATURE OF REPORT:	STOLEN	LOST
	DAMAGED	RECOVERY

If damaged or stolen, how?	Vandalism	Burglary (break-in)
	Theft	Other: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

SPECIFIC LOCATION OF LOST/STOLEN/DAMAGED PROPERTY (building name/address, room or area within building): _____

COST OF REPLACEMENT OR REPAIR?(Must provide a quote/receipt) _____

PERSON IMMEDIATELY RESPONSIBLE FOR LOST/STOLEN/DAMAGED PROPERTY: _____

DESCRIBE CIRCUMSTANCES SURROUNDING THE LOSS/THEFT OR RECOVERY (how, where, suspects):
If theft occurred, describe how area or equipment was secured. Please be specific. _____

DATE REPORTED TO POLICE (If applicable): _____ REPORT #: _____

NAME, ADDRESS, PHONE NO. OF POLICE AGENCY (If other than Baylor DPS): _____

If not reported, why not? _____

WHAT HAS BEEN DONE TO REPAIR DAMAGED OR RECOVERED LOST/STOLEN/DAMAGED ITEM(S):

WHAT HAS BEEN DONE IMMEDIATELY TO PREVENT THIS TYPE OF LOSS FROM REOCCURRING? (If applicable)

Baylor University
Lost, Stolen, Damaged or Recovered Property Report

Department Head

E m a i l

Telephone No.

REPORTED BY

DATE OF REPORT

TELEPHONE NO.

COMMENTS: _____

Complete this form and attach photographs & repair/replacement receipts. Send to Risk Services (#97371 or email risk@baylor.edu) and retain a copy for your records. In case of theft or vandalism, attach copy of police report. To list multiple lost, stolen or damaged items use the Lost/Stolen/Damaged or Recovered Property Inventory Sheet. Indicate replacement value for all lost, stolen or damaged property.