

CHARLES STURT UNIVERSITY
ASSETS & MINOR EQUIPMENT- STOLEN OR MISSING REPORT

Depending on the seriousness of the incident, use your judgment to phone details to Security on your campus

Assets: Items of plant/equipment originally purchased for \$5,000 and over
 Minor Equipment: Items of plant/equipment purchased under \$5,000

Owner Organisation Banner Org Code No

Description of Item

ID No Serial No Other ID Details

Description of last known location

When last seen Date Time

Verified by Staff Member (name)

Loss reported by Date Time.....

Full circumstances relating to the loss (include entry details, damage, other information relating to location/date/time, attach additional information if necessary:

.....

Signature Date

Budget Centre Manager Date

Is the item an asset or minor equipment

ACTION TO BE TAKEN

1. Keep a copy of report for your records.	Your minor equipment records will need to be noted as to the circumstances.
2. If subject to an insurance claim - see procedures for details.	Send a copy of report to: Director, Department of Finance, CSU-Riverina
3. Send this form to the Services Officer, Buildings and Grounds on your campus who will: (a) acknowledge your report and may require further information; (b) make a recommendation that the incident be reported to the police; (c) if an asset - send copy to Assets Officer; (d) record incident details on a Security Incident Report; (e) liaise with Owner Organisation to investigate incident and initiate any appropriate remedial action.	
4. Action taken to reduce or prevent re-occurrence.	
_____ Services Officer	_____ Date