

## STOLEN OR MISSING EQUIPMENT REPORT

**THIS FORM CAN BE USED FOR BOTH ASSETS AND MINOR EQUIPMENT**

Please read instructions on how to complete this form on the following page.

**Please send original documents to:** Assets Manager, The Grange, Bathurst (Tel: 02 6338 6119) or email to: [assets@csu.edu.au](mailto:assets@csu.edu.au)

ASSET DESCRIPTION:	
CSU BARCODE:	
SERIAL NUMBER:	
ASSET CONDITION: (Excellent/Working/Poor/Broken/Obsolete)	
AGE OF ASSET (Years):	
ASSET OWNED BY: (School/Division)	
ORG CODE:	
ACTION TAKEN TO PREVENT A RE-OCCURRENCE OF THE INCIDENT:	

LOSS/MISSING ASSET REPORTED BY: (Print Name)	
SIGNATURE and DATE:	
AUTHORISED OFFICER'S SIGNATURE: (Head of School/Division/Budget Centre Manager)	
'WRITNG-OFF' OF EQUIPMENT APPROVED BY DELEGATED FINANCIAL OFFICER:	
COMMENT BY DIVISION OF FINANCE: (Include insurance claim recommendation)	

ASSET OFFICE USE	ASSET NUMBER		Processed/Filed Signature:	Date:
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**Please retain a copy for your records.**

## INFORMATION AND INSTRUCTIONS

If a break-in has occurred, do not touch anything and phone Security on your campus to submit a Security Incident Report. A check for missing assets should then be performed by contacting the Assets Manager to obtain a copy of the minor equipment register and major asset register for your section. If equipment has been stolen, proceed to report the incident to police.

Attach a copy of the police report and if the report does not include all details of the break-in such as the extent of damage caused to equipment or any other relevant information, please attach a report of these details.

If the equipment is simply missing for an extended period of time (or when the equipment has been missing since prior to the previous year's asset stock take), please attach a written report of the full circumstances relating to the missing equipment including when the equipment was last seen, its last known location, and what actions have been taken to safeguard equipment.

Insurance – Loss of or damage to University property is subject to an internal \$10,000 excess. The relevant business unit is liable for loss or damage below \$10,000. Please contact the University's Insurance Accountant ([insurance@csu.edu.au](mailto:insurance@csu.edu.au)) to discuss your situation or submit a claim.

If more than one item of equipment has been stolen or is missing, please attach a separate list.