CALIFORNIA STATE UNIVERSITY, HAYWARD

REPORT OF MISSING ITEMS

CASE NUMBER

Check One:

LOST MISSING: STOLEN: OUT ON CUSTODY RECEIPT:

Type of Property	*Person Discovering Loss*
Make *Model or Model No.*	*Position* / *Phone*
State Property Number / *Serial Number*	*Instructor/Supervisor in Charge*
Description of Property (Color, Size etc.)	*Department* / *Phone*
	Department Chairman
	Signature of Chairman / *Phone*
	Person to Whom property was last Issued
Division or Area to Which Assigned	*Address* / *Phone*
Date Property last Accounted For	*Name of Person Completing this report*
Date Property was discovered Missing	

CIRCUMSTANCES: Describe how the loss was discovered, what action was taken to locate the property by the department, any unusual circumstances, and all actions taken to prevent recurrences. Include any other available information.

FOR PURCHASING OFFICE USE ONLY

Date Received by Property Office	*Property Value* $
Date Forwarded to University Police	*Date of last Department Inventory*
Date Returned for Final Action	*Date Received for Final Action*

FOR UNIVERSITY POLICE USE ONLY

Date Received by University Police	*Date entered into CLETS System*
Name of Investigating Officer	*Date of Disposition (Final)*

DISPOSITION: ☐ Surveyed ☐ Unfounded ☐ Closed ☐ Recovered ☐ Forwarded DDA for Complaint

EXECUTE FORM IN TRIPLICATE AND RETURN TO UNIVERSITY PROPERTY OFFICE AS SOON AS POSSIBLE. RETAIN PINK COPY FOR FILE.

LOCAL FORM L-I-910-00 (74-984) REV. 4/75