

Baylor University
Lost, Stolen, Damaged or Recovered Property Report

(Please Print)

WORK ORDER #: _____

DEPARTMENT: _____ **DEPT. ID #:** _____

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? _____

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 AGENCY: _____ **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?

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ACTION(S) RECOMMENDED BY DEPARTMENT/RESPONSIBLE PARTY: _____

ESTIMATED TIMELINE FOR COMPLETION/EXPLANATION: _____

ACTION(S) RECOMMENDED BY THE DEPARTMENT OF RISK MANAGEMENT _____

ESTIMATED TIMELINE FOR COMPLETION/EXPLANATION: _____

REPORTED BY (Signature) DATE OF REPORT TELEPHONE NO.

Department manager, chair or dean indicate below whether the lost/stolen/damage incident was:

- 1) Preventable by responsible employee,
- 2) Preventable by the department, or
- 3) Preventable by the institution.

COMMENTS: _____

Manager's Signature Date Telephone No.:

Chair's Signature Date Telephone No.:

Dean's Signature Date Telephone No.:

Complete this form and attach photographs & repair/replacement receipts. Send to Risk Management (#97371, fax-710-6256) 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.