CALIFORNIA STATE UNIVERSITY, STANISLA

DOCUMENT NUMBER

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 NUMBE	INSTRUCTOR/SUPERVISOR IN CHARGE/PROPERTY CUSTODIAN	
DESCRIPTION OF PROPERTY (COLOR, SIZE,		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 PROPERTY CONTROL USE ONLY

DATE RECEIVED BY PROPERTY OFFICE	PROPERTY VALUE $	PURCHASE DATE
DATE FORWARDED TO UNIVERSITY POLICE	DATE OF LAST DEPARTMEN INVENTORY	LAST INVENTORY LOCATION
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)
DISPOSTION: ☐ Surveyed ☐ Unfounded ☐ Closed ☐ Recovered ☐ Forwarded DDA for Complaint	EXECUTE FORM IN TRIPLICATE AND RETURN TO PROPERTY ASAP DISTRIBUTION: WHITE-PROPERTY CONTROL PINK-DEPARTMENT GOLD-PUBLIC SAFETY