

Report of Lost, Damaged or Stolen Equipment Form Instructions

1. Date Enter the current date in the MM/DD/YYYY format.
2. Grant Recipient Name Enter the name of the grant recipient.
3. Subrecipient Name Enter the name of the subrecipient that owns the equipment (if applicable).
4. Address Enter the address of the grant recipient/subrecipient.
5. Phone Enter the phone number, including the area code, of the grant recipient/subrecipient.
6. Email Enter the email of the grant recipient/subrecipient.
7. Type of Incident Enter the type of incident. If other is checked, provide a brief explanation.
8. Explain the circumstances associated with the loss Provide an explanation of the equipment loss. Include the date, time and the name of the person who discovered the loss.
9. Location of equipment at time of loss Enter the equipment's location at the time of loss (e.g., its address if different from above, room number, floor, etc.).
10. Brief Description of Equipment Enter a brief description of the equipment from the OET Workforce Inventory Listing.
11. Serial # Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number.
12. Acquisition Date Enter the date the equipment was acquired.
13. Acquisition Cost Enter the purchase price for the equipment when it was acquired.
14. Condition of Equipment Enter the last known condition of the equipment prior to the loss.
15. Insured Coverage Indicate if the equipment was covered by insurance at the time of the loss. Include the insurance carrier, policy number, and the carrier's intent to replace the equipment.
16. Uninsured Coverage If the equipment was not insured at the time of the loss, indicate how the loss will be financially repaid.

Attach a Copy of the Police, FBI, or Fire Department Report (if available)

17. Signature of Grant Recipient/Subrecipient Property Officer The current Grant Recipient/Subrecipient Property Officer must sign the form.
18. Date Enter the date the Grant Recipient/Subrecipient Property Officer signs the form in the MM/DD/YYYY format.