

Report of Lost, Damaged or Stolen Equipment

1. Date:

Contact Information

2. Grant Recipient Name:

3. Subrecipient Name:

4. Address:

5. Phone:

6. Email:

Details of Incident

7. Type of Incident: ☐ Theft ☐ Fire ☐ Accident ☐ Other (indicate)

8. Explain the circumstances associated with the loss, indicating the date, time, and person's name discovering the loss:

9. Location of equipment at the time of loss:

10. Brief Description of Equipment from OET Workforce Inventory Listing	11. Serial #	12. Acquisition Date	13. Acquisition Cost	14. Condition of Equipment

15. Was the equipment loss covered by insurance? ☐ Yes ☐ No (If yes, indicate insurance carrier, policy number, and intent to replace).

16. If the loss was uninsured, how will the loss be financially repaid?

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

17. Signature of Grant Recipient/Subrecipient Property Officer

18. Date

FOR OET USE ONLY

OET Staff's Comments: