

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:

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: