

**UNIVERSITY OF CANBERRA
REPORT OF LOSS OF/ DAMAGE TO UNIVERSITY EQUIPMENT**

1. Description of Item (include details of make, model and any accessory items.)
.....
2. Asset No.(if applicable)..... Serial No. Approx value
3. Name & Staff Member filing Report (please print)
Faculty / Service Centre
4. Date loss or damage noted/...../..... Reported/...../.....
(see 8 below)
5. Circumstances in which loss or damage was sustained
.....
6. Was the item in use by you and/or under your personal control at the time of
loss/damage: **YES/NO (If "NO" please elaborate)**
.....
7. Where was the item located at the time of loss/damage?
.....
**(If off campus please produce the relevant form for this item 'Application for
Approval to Remove University Property from Campus')**
8. In the case of loss:-
 - (a) Is theft suspected? **YES/NO (If YES please elaborate)**
.....
 - (b) Was there any evidence of forced entry into premises? **YES/NO (If YES please elaborate and
and furnish details)**
.....
.....
 - (c) Describe the Security arrangements in place
.....
 - (d) Was any other University or private property also lost? **YES/NO (If YES please elaborate
and furnish details)**

