

## WSSU Missing or Stolen Asset Form

**Instructions:** If reimbursements are received from personal claims for items lost or stolen while in the possession of a university employee. The entire amount received for the stolen property must be reimbursed to the University and all documentation (Police report) must be forwarded to the Fixed Assets Office

Date	Description	WSSU Number	Serial Number	Date Missing/Stolen Asset	Contacted Police	Attach Police Report

**Please give all facts and finding for the missing/stolen asset (s):**

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Building: \_\_\_\_\_

Fax: \_\_\_\_\_

Room #: \_\_\_\_\_

Email: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_