

CHECKLIST FOR SUBMITTING REQUEST FOR REPLACEMENT OF LOST AND STOLEN EQUIPMENT

The following checklist should be used to determine if your lost and/or stolen equipment is eligible for replacement through the Risk Management Department. If you have any questions concerning this process, call Risk Management at (754) 321-1910.

- _____ Lost/Stolen Equipment is valued at \$1,000.00 or more
- _____ Lost/Stolen Equipment is utilized in educational and business related activities
- _____ If Lost/Stolen Equipment is utilized in extracurricular activities, loss is due to a catastrophic event
- _____ Loss of equipment occurred within the last 30 days

If the Lost/Stolen equipment meets the above criteria, use the following checklist of required documentation to submit a request for replacement to the Risk Management Department. Note: Equipment found missing as a result of an inventory will not be considered for replacement.

- _____ Copy of a police report that lists each item and its respective property control/serial number
- _____ Copy of [Immediate Notification Form](#)
- _____ Copy of a [Tangible Property Loss Report](#) that was completed documenting the loss
- _____ The current item number and price for the requested replacement equipment
- _____ A budget transfer form for 40% of replacement cost of laptop computers or 50% of replacement cost of camcorders, video cameras, VCRs, or digital cameras

Once you have all the above-required information, submit your request for replacement of stolen equipment to the Risk Management Department. Risk Management will then process the replacement order.