

GADSDEN STATE COMMUNITY COLLEGE

REPORT OF MISSING EQUIPMENT

Inventory No: _____ Serial No. _____

Model _____ P. O. No _____

Date Purchased _____ Purchase Price \$ _____

Date Missing _____ Date Reported _____

Description:

Explanation of Missing Item:

Reported to _____ Reported by _____

Equipment Assigned to _____ Budget Unit _____

Action Taken:

MISSING EQUIPMENT — It is the responsibility of the instructor or employee to which equipment is assigned to notify his or her Cabinet Member or immediate supervisor immediately upon discovery of a missing item of equipment. It shall be the responsibility of the Cabinet member or Supervisor to notify the Police and to complete a "Report of Missing Equipment". This report should be filed with the Business Office.