



## OPUSD Tech Equipment Loss Report Form

Name (print) : \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Equipment Lost or Damaged:

- ☐ Laptop      Model/Type : \_\_\_\_\_  
☐ iPad  
☐ Other (describe) \_\_\_\_\_

Type of Mishap:

- ☐ stolen      ☐ misplaced      ☐ damaged      ☐ other

Describe circumstances surrounding mishap, the extent of damage, and "Other":

Location of mishap:

- ☐ At work (on campus or work related event)  
☐ At home  
☐ Out and about (off campus activity not related to work) \_\_\_\_\_

Date of Mishap : \_\_\_\_\_

If stolen, was a police report or other official report filed with the authorities?

- ☐ Yes (please attach report) Report # \_\_\_\_\_ ☐ No

If stolen, do you have homeowner's/renter's/auto or other insurance which will cover theft of such item(s)?

- ☐ Yes Name of Insurance Co.: \_\_\_\_\_ ☐ No

If lost or damaged, who was in control/possession of device when it was lost or damaged?

- ☐ self      ☐ family member      ☐ Student or Other \_\_\_\_\_

If lost or stolen device, did you have "Find My iPad"/"Find my Mac" turned on?

- ☐ No      ☐ Yes, iTunes account ID used \_\_\_\_\_

Was there a lock screen passcode (usually 4 digit number) turned on for iPad?

- ☐ No      ☐ Yes, the passcode is \_\_\_\_\_

I attest that all of the above is true: Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Tech Department Internal Use Only

Identifying Model Name/number: \_\_\_\_\_

Asset Tag number: \_\_\_\_\_

Serial Number : \_\_\_\_\_

Person receiving Tech Equipment Loss Report : \_\_\_\_\_

Device replacement cost/value: \_\_\_\_\_

Additional Notes:

Signature of Director of Technology \_\_\_\_\_ Date: \_\_\_\_\_