Lost Computer Inventory Form

To be filled out by the Inventory Coordinator:

Inventory Tag number: _____ Expense Org: _____

On bottom of form list each piece purchased with purchase price.

Do you think the computer is stolen, or are you just unable to locate it?: _____

To be filled out by the IT Manager:

Name (Last, First):_____

Phone (with area code): (_____) _____-_____   Email:_____

College or Department: _____

Police report number [Fill in after meeting with SDSU Police]:_____

ITSO Incident number [Fill in after meeting with ISO]:_____-_____-_____

To be filled out by the last known user:

Name (Last, First):_____

Phone (with area code): (_____) _____-_____   Email:_____

Department: _____

Last known physical location of computer: _____

_____

Describe how the computer was used and type of information stored on it: _____

_____

Any additional etching or marks to identify the computer: _____

_____

If last location is on loan, attach signed OFF CAMPUS USE OF EQUIPMENT AGREEMENT

To be filled out by IT support staff: (attach a brief explanation for any items incomplete)

Computer make/model: _____

If applicable, name of theft recovery software: _____

Computer serial number: _____

Computer name: _____ IP Address (or DHCP):_____

MAC Address (wired):_____ MAC Address (wireless):_____

Attach last patch report with computer listed (Y/N) _____

Attach last anti-malware report with computer listed (Y/N) _____

If a Dell computer is lost, was a stolen computer report filed (Y/N) _____
https://support.dell.com/support/topics/global.aspx/support/dellcare/stolen_system?c=us&l=en&s=gen

Property Description	Value (at purchase)

Attach additional copies of this page as needed.