SAN DIEGO STATE UNIVERSITY
Research Foundation

Lost Computer Inventory Form

Complete form and send to Finance and Accounting, Inventory Coordinator, MC 1947

To be filled out by the Inventory Coordinator:

Inventory Tag number: Fund number:

On back 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 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 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 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:

Tag #:   IP Address (or DHCP):

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

Attach last patch report with computer listed   ○ Yes   ○ No

Attach last anti-malware report with computer listed ○ Yes   ○ No

If a Dell computer is lost, was a stolen computer report filed? ○ Yes   ○ No
https://support.dell.com/support/topics/global.aspx/support/dellcare/stolen_system?c=us&l=en&s=gen

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Tag #	Property Description	Value (at purchase)

Attach additional copies of this page as needed.