

## Lost or Stolen Computer Form

Send or email original form to [lscsr@byu.edu](mailto:lscsr@byu.edu). Retain a copy for your department records.

**Questions?** | Danny Yeo, IT Director ([danny\\_yeo@byu.edu](mailto:danny_yeo@byu.edu))  
 Russell Nielson, Asst Dean/Controller ([russell\\_nielson@byu.edu](mailto:russell_nielson@byu.edu))

**Custodian:**

**Extension:**

**Department:**

<b>Tag Number</b> <i>8 characters</i>	<b>Asset Type</b> <i>(computer, laptop, monitor, etc.)</i>	<b>Manufacturer</b>	<b>Model</b> <i>22 characters</i>	<b>Serial No.</b> <i>22 characters</i>
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**Circumstances regarding loss**

**Steps taken to prevent future losses**

**BYU Property Loss Claim form filed\***

**If theft has occurred<sup>†</sup>** Date police notified

Incident report #

*\*Loss claim form is required regardless of age or value of property.*

<https://incident.byu.edu/forms/propertyloss>

*<sup>†</sup>If you believe loss of property is due to theft, contact BYU Police at (801) 422-0911.*

**Custodian Signature**

**Date**

**Dept Business Mgr Signature**

**Date**

**Department Chair Signature**

**Date**

**Dean Signature**

**Date**