LOSS REPORT: EQUIPMENT

Date: _____ Time: _____ Page: _____
Unit: _____
Prepared by: _____

This form is for reporting losses of or damage to office and laboratory equipment, furniture, supplies, or materials (including the use of supplies or materials during the emergency).

Damage Itemization

Building	Room	Item	Manufacturer	Model #	Inventory control number	Date Purchased	Purchase cost	Extent of damage (Total loss or repairable)	Detail of damage