

Report of Lost, Damaged or Stolen Equipment Form Instructions

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| 1. Date | Enter the current date in the MM/DD/YYYY format. |
| 2. LWIA # | Enter the Local Workforce Innovation Area (LWIA) number assigned by the state. |
| 3. Subrecipient Name | Enter the name of the subrecipient that owns the equipment (if applicable). |
| 4. Address | Enter the address of the grant recipient/subrecipient. |
| 5. Phone | Enter the phone number, including the area code, of the grant recipient/subrecipient. |
| 6. Fax | Enter the fax number, including the area code, of the grant recipient/subrecipient. |
| 7. Type of Incident | Enter the type of incident. If other is checked, provide a brief explanation. |
| 8. Explain the circumstances associated with the loss | Provide an explanation for the equipment loss. Include date, time and the name of the person who discovered the loss. |
| 9. Location of equipment at time of loss | Enter the location of the equipment at the time of loss (i.e., address if different from above, room number, floor, etc.). |
| 10. Brief Description of Equipment | Enter a brief description of the equipment from the WIOA Inventory Listing. |
| 11. Equipment Tag # | Enter the tag # of the equipment. |
| 12. Serial # | Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number. |
| 13. Acquisition Date | Enter the date the equipment was acquired. |
| 14. Acquisition Cost | Enter the purchase price for the equipment when it was acquired. |
| 15. Condition of Equipment | Enter the last known condition of the equipment prior to the loss. |
| 16. Insured Coverage | Indicate if the equipment was covered by insurance at the time of the loss. Include the insurance carrier, policy number and the intent of the carrier to replace the equipment. |
| 17. Uninsured Coverage | If the equipment was not insured at the time of the loss, indicate how the loss will be financially repaid. |

Attach a Copy of the Police, FBI, or Fire Department Report (if available)

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| 18. Signature of Grant Recipient/Subrecipient Property Officer | The current Grant Recipient/Subrecipient Property Officer must sign the form. |
| 19. Date | Enter the date the Grant Recipient/Subrecipient Property Officer signs the form in the MM/DD/YYYY format. |