



**Collin College
Property Status Change**

- | | | |
|--------------|-----------------|-----|
| 01 Stolen | 04 Missing | (1) |
| 02 Damaged | 05 Unrepairable | |
| 03 Destroyed | 06 Other | |

CCCCD ID Tag # _____ (2)

Description _____ (3)

Brand / Model _____ (4)

Serial # _____ (5)

Location _____ (6)

Date and Time of Occurrence
(If Known) _____ (7)

Briefly Describe Incident _____ (8)

Attach Copy of Police Report: CPC_____ SCC_____ (9)
(check campus) CYC_____ PRC_____

Corrective Action Taken: _____ (10)

Signature of person reporting incident: _____ Date _____ (11)
Printed Name: _____

Signature of Financial Manager: _____ Date _____ (12)
Printed Name: _____

Signature from Physical Plant: _____ Date _____
Printed Name: _____

Please Return This Completed Form Promptly to Business Office/Inventory

White Copy - Business Office Yellow Copy - Physical Plant Pink Copy - Originator

***** **This form is used to report losses to property that occur suddenly, rather than due to wear or obsolescence.** *****

- | | |
|--|--|
| (1) Circle description that best describes the status of the asset | (7) Self explanatory |
| (2) Number of the bar coded decal affixed to the asset. | (8) Brief description of discovery of the incident |
| (3) Brief and accurate description of the asset | (9) Campus on which the incident occurred |
| (4) Self explanatory | (10) Action taken to prevent repeat occurrence |
| (5) Serial number of the item | (11) Self explanatory |
| (6) Campus and room number where the asset was stationed | (12) Self explanatory |