

## Capital Equipment Loss Report

In accordance with MBL's Capital Equipment Management Policy, departments must report all lost, stolen, or damaged equipment to the Division of Research, [capitalequipment@mbledu](mailto:capitalequipment@mbledu). Additionally, any equipment that has been stolen must be reported to MBL's Security Office, [securityofficers@mbledu](mailto:securityofficers@mbledu).

| <b>LOSS INFORMATION</b>  |  |  |  |                |
|--|--|--|--|----------------|
| Equipment Custodian:   |  | Date:  |  |                |
| Center/Dept. Affiliation:  |  | Email Address:   |  |                |
| Loss Discovered by:  |  | Date of Incident:  |  |                |
| Location:  |  | Time of Incident:  |  |                |
| How was the equipment safeguarded?                                       |  | <input type="checkbox"/> The room where the equipment was located is always locked.<br><input type="checkbox"/> The equipment was in a locked cabinet.<br><input type="checkbox"/> Other (described in the Details of Loss section below). |  |                |
| If the equipment was stolen, was campus security notified?               |  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  |  |                |
| Did the loss/damage occur off campus?                                    |  | <input type="checkbox"/> Yes <input type="checkbox"/> No    (If yes please add address of incident)  |  |                |
| Address of off campus incident:  |  |  |  |                |
| <b>LIST OF CAPITAL EQUIPMENT (ATTACH ADDITIONAL SHEETS AS NECESSARY)</b> |  |  |  |                |
| MBL Tag Number   | Description<br>(Manufacturer/brand, make, model, etc.) | Acquisition Date   | Funding Source & Cost Center<br>(e.g., NIH-0567891; NSF-0289456) | Purchase Price |
|  |  |  |  |                |
|  |  |  |  |                |
| <b>DETAILS OF LOSS (ATTACH ADDITIONAL SHEETS AS NECESSARY)</b>           |  |  |  |                |
| Summarize details relating to this loss.                                 |  |  |  |                |
|  |  |  |  |                |
| <b>FUTURE PRECAUTIONS</b>  |  |  |  |                |
| What precautions are now in effect to prevent repeated loss?             |  |  |  |                |
|  |  |  |  |                |
| <b>APPROVALS</b>   |  |  |  |                |
|  |  |  |  |                |
| <b>Custodian</b>   | <b>Date</b>  | <b>Department/Center Director</b>  | <b>Date</b>  |                |
|  |  |  |  |                |
| <b>Division Director</b>   | <b>Date</b>  | <b>Director of Sponsored Programs**</b>  | <b>Date</b>  |                |
|  |  |  |  |                |

*\*\*For all equipment purchased with federal funds*

| <b>For office use only</b>   |  |   |  |
|--|--|---|--|
| <i>Capital Equipment Database has been updated.<br/>(Equipment Database Manager – Initial to the right.)</i> |  | <i>Financial Services Asset Database has been updated.<br/>(Asset Database Manager – Initial to the right.)</i> |  |