



## Lost or Stolen IT Equipment Report Form

This form must be completed by the individual who lost or had their IT equipment stolen. Notification must be sent to the individual's supervisor and to the IT helpdesk immediately upon discovery or at the start of the individual's next scheduled shift. Failure to satisfy the company's expectations in any of these areas or any other section outlined in this report form may result in discipline or immediate termination even if such an action is not specifically outlined in that section.

Please complete the information requested below and submit it to [help@davey.com](mailto:help@davey.com) immediately.

Employee's Name:

Employee ID Number:

Employee Cell Phone Number:

Employee Email:

Office Location & Cost Center:

Supervisor's Name:

Supervisor's Email:

Date and Time of Submission:

Was the IT equipment lost or stolen?

- Lost
- Stolen

What IT equipment was lost or stolen (Check all that apply)

- Cell Phone
- Laptop
- MiFi
- Tablet/iPad
- Other

List the make, model, and serial number of each device:

**Approximate date and time when the equipment was lost or stolen:**

**When the equipment was last used:**

**The address and location (office, company vehicle, home) where the equipment was lost or stolen:**

**If the equipment was stolen, validate that the police have been notified. (Attach a copy of the police report if available.)**

**Police Report Number:**

**Police Department:**

**Officer:**

**If you need further assistance, please call the IT Service Desk 330-673-9515 extension x8555 or open a ticket at [help@davey.com](mailto:help@davey.com) if you still need assistance.**