



## Missing Technology Asset/Device Report Form

Use this form to report a lost or stolen computing device. IT will need to assess the potential data loss. In some cases, IT might be able to assist in relocating the device. Once you have completed the form, click the yellow button at the bottom to send to helpdesk@lcsc.edu. Fields outline in red are required.

<b>Contact Information</b>		
• Today's Date		
• Person Assigned to the Asset/Device		
• Responsible Department/Division		
• Last known date of possession		
<b>Asset Information</b>		
• Serial Number/Service Tag		
• Model		
<b>Type of Data Potentially on Asset/Device</b>		
• Social Security Numbers	Yes	No
• Debit/Credit Card Numbers	Yes	No
• Protected Health Information	Yes	No
• Employee Data (PIPs, evaluations, grievance)	Yes	No
• Any Student Data Subjected to FERPA requirements	Yes	No

Device is believed to be:      Lost                  Stolen

Division/Department Head Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Information Technology will route this form to Public Safety and Risk Management.