



## Equipment Damage / Loss / Theft Report Form

Equipment Cage borrowers are required to report any damage, loss, or theft of CSU School of Film & Media Arts owned and operated equipment as soon as possible and submit a completed copy of this form within 24 hours of the incident. Please send completed forms to Katie Martin at [k.martin17@csuohio.edu](mailto:k.martin17@csuohio.edu)

Damage / Loss / Theft - Reported By	
Name:	Contact Information (Email and/or Phone Number):
Project Title:	Names of Crew and/or FMA Students Directly Involved in Incident:

Incident Information	
Incident Date (dd/mm/yy):        /        /	Time of Incident:
Reported on:                    /            /	Time Reported:
Equipment Location at Time of Damage / Loss / Theft:	

Equipment Information	
<p>List of Equipment Damaged / Lost / Stolen (Please be specific, include identifying kit numbers, barcodes, etc.)</p>	



<p>How was the Equipment Damaged / Lost / Stolen? (Complete Description)</p>	
<p>Description of Damage to Equipment (please provide photos of damages, if possible)</p>	
<p>Person Responsible for Equipment / Name of Borrower Listed on WebCheckout Order</p>	

Was the Equipment Theft reported to the Police?

- Yes
- No



If yes, please provide:

Police Report Information	
Police File #:	Officer In Charge:
Station #:	Phone #:
Email:	

*A Police Report (if Theft) must be provided to the Equipment Coordinator, Katie Martin at [k.martin17@csuohio.edu](mailto:k.martin17@csuohio.edu)*