

## Loss of Money and Securities Form



**BAU**  
Bay Atlantic  
University

The theft or disappearance of money, securities, property or equipment owned by the University, rented or leased by or for the University, or for which the University has legally accepted custody and responsibility, is to be reported IMMEDIATELY to the CFO by telephone and on this form. This form is to be typed (original only), signed by Finance Office or Facilities staff who is charged with the care, custody or control of the money, securities, and/or property and equipment which was either stolen or disappeared, and forwarded to the CFO WITHIN 24 HOURS AFTER DISCOVERY OF THE LOSS.

1. Date of Report	2. Theft or Disappearance of ___ Money or Securities ___ Property	3. Date of Person Discovering the Loss	4. Date CFO notified of Loss
5. Time of Discovery of Loss	6. Office/Place in Which Loss Occurred	7. Name of Person Making Notification to CFO	8. Was a Forced Entry Made? ___ Yes ___ No
9. Were All Doors & Windows Locked? ___ Yes ___ No	10. Has There Been a Similar Loss in the Last 12 Months? ___ Yes ___ No	11. Ownership of Property and Equipment Lost: ___ University Owned ___ University Rented or Leased ___ University Accepted Responsibility	
12. Property and Equipment Lost (If More Space is Needed, List on a Separate Sheet):			
Quantity	Description, Including University Inventory Number & Serial Number	Original Cost	Current Replacement Value
13. Amount of Money and Securities Loss Coin \$_____ Currency \$_____ Checks \$_____ Money Order \$_____ Securities \$_____ Total \$_____			
14. Based on Available Information, Describe How Loss Occurred or Circumstances Surrounding Loss			
15. Names of Persons Who Have or May Have Any Knowledge as to How Loss Occurred, Including Comments or Statements Made by Such Persons			
16. Recommendations as to How Similar Losses Can Be Prevented in the Future (Attach Additional Page if Needed)			
17. Name of Department Having Care, Custody or Control of Lost Property	18. Name of Department Head	19. Signature of Department Head	