



® **University of Massachusetts Dartmouth
Lost or Stolen Equipment Report**

Property Control Office
Administration Building, Room 213
North Dartmouth, MA 02747-2300

508.999.8028 voice
508.999.8997 fax

Name of Person Submitting Report: _____

Department: _____

Telephone Number: _____

Description of equipment: _____

UMass tag number: _____

Serial number: _____

Has a Police Report been filed? Yes _____ No _____ (if you answered yes, please attach a copy of the report)

Date Purchased: _____ Cost: _____

Purchase Order Number: _____

Description of incident:

Property Custodian

Department Chairperson/Administrator

Return to UMass Dartmouth Property Control Office



ATTESTATION FORM

Massachusetts General Law 93H states that regulations must be developed to safeguard personal information of Commonwealth residents. Stolen IT equipment can pose substantial risks of identity theft or fraud via breach of Personal Identifiable Information (PII) or protected data, if information is stored on any university equipment. Attestation is required from employee/CITS to ensure that possible breaches of PII or protected information are not possible in the event of an IT theft. **All thefts are to be reported to Public Safety where an incident report and an investigation can be completed.**

Employee Name: _____ Department Name/Number: _____

Police Incident #: _____ Police Call #: _____

PII information stored? _____ If Yes, describe _____

Data Encrypted? _____ Password protected? _____

Was equipment locked or secured? _____ If no, explain _____

Employee Signature: _____ Date: _____

CITS: _____ Date: _____

Please return form to Suzanne Audet, Administration Building, Room 224; Phone 508.999.8076; Fax 508.999.9138.