ITSC EQUIPMENT LOSS / DAMAGE REPORT

To :	**Systems Manager, Desktop & AV Technology, ITSC**	
From :	*(Name)*	*(Dept.)*
	(Tel.) *(Fax)*	*(Email)*
Date :		

Details of the Loss / Damage to the ITSC Equipment	
Loan Form Serial Number:	Borrowed on : _____/_____/_____ (DD/MM/YYYY)
Loss / Damage Loan Item(s) :	
Loss / Damage Loan Item(s) Call Number(s) :	
Description of Incident :	

Signature : _____