Reset Form

Louisiana Department of Education
Recovery School District
1641 Poland Avenue · New Orleans, Louisiana 70117
Phone (504) 373-6200 · Fax (504) 309-3647

Submit Form

Lost / Stolen Computer Report

You have reported a computer lost or stolen. Please fill out and forward this form to the offices listed below.

Make:

Model:

Serial #

Asset Tag #

Operating System:

2. How was the equipment lost or stolen?

- Date:
- Victim's Name:
- Address of Theft:
- City of Theft:
- State of Theft:
- Country of Theft:
- Was the power cord stolen? ◯ Unknown ◯ Yes ◯ No
- Details of Theft: *(Include the last known location of the computer and how it was lost or stolen.)*

3. Police References:

A police report MUST be filed before we can elicit any police assistance in the recovery process.

Reported: ◯ Yes ◯ No

School /Site Name:

The name of the police agency to which the loss was reported.

Main number for the police agency:

NOPD / Police Item #

RSD Item #

RSD Officer:

NOPD/Police Officer:

Detective's Name:

This report shall be completed and forwarded to the following within 24 hours of the equipment being lost/stolen: Office of Property Control; Office of Risk Management; Office of Safety & Security; Information Technology; Operations Office