

**Western Nevada College
Computing Services
Sensitive Inventory Adjustment**

This form is to be used for reporting the loss of sensitive equipment tracked by Computing Services.

Date: _____

Name: _____

Department: _____

Campus: _____

Equipment: _____

Cost of the equipment: _____

Age of the equipment: _____

Last known location: _____

Estimated date of loss: _____

Was financial or student information stored on the missing equipment: _____

If yes, what kind of information was stored:

Provide details about the missing equipment ie transferred to a different employee, lost, stolen, used for, etc...:

Employee signature: _____

Supervisor signature: _____

Computing Services Director signature: _____