



## Report for Lost, Stolen, or Broken Device

All employees with a company owned mobile device **MUST** report their device (lost, stolen and or broken) within 24 hours. The employee is responsible to fill this form out and have their Supervisor/Manager sign and acknowledge the issue, then turn it into the Mailroom Clerk. Each employee is allowed ONE UPGRADE a year. If you have had a device lost/stolen/ or broken more than once within the year, you would then be ineligible for an upgrade and you will be responsible for paying for the new device at retail value.

<b>Employee's Name:</b>					
<b>Department:</b>					
<b>Date and Time:</b>					
<b>Statement:</b>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Signature of Employee</td> <td style="border: none;">Date</td> </tr> </table>		_____	_____	Signature of Employee	Date
_____	_____				
Signature of Employee	Date				
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_____	_____				
Signature of Supervisor/ Manager	Date				
<b>OFFICE USE ONLY</b>					
Received by staff:	Date:				
Upgrade Eligible: <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible until _____ (date)	<input type="checkbox"/> Paying out of pocket: <input type="checkbox"/> Retail Price:\$ _____ <input type="checkbox"/> PO#				
Mailroom Signature					