



Equipment Damage / Loss / Theft Report Form

Navajo County employees are required to report any damage, loss or theft of Navajo County owned and operated equipment as soon as possible and submit a completed copy of this form to your supervisor.

Please note that where an injury occurs as a result of any damage, loss or theft of Navajo County owned and operated equipment, employees are required to report the incident immediately, and submit a completed Supervisor Report of Injury Form and Supervisor Incident Investigation Report.

Damage / Loss / Theft - Reported By	
Employee Name:	Employee Number:
Position/Title:	Department:
Company Phone:	Company Email:

Incident Information	
Incident Date (dd/mm/yy): ___/___/___	Time of Incident (24 hour clock):
Reported on: ___/___/___ Time Reported (24 hour clock):	
Supervisor:	Specific Location:

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss	



How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	
Description of Damage to Equipment	
Estimated Cost of Repair / Replacement	
Person Responsible for Equipment	

Was the Equipment Damage / Loss / Theft reported to the Police?

- Yes
 No

If yes, please provide:

Police Report Information	
Police File #:	Officer In Charge:
Station #:	Phone #:
Email:	

A Police Report (if Theft) and replacement cost invoice must be attached.

Acknowledgement & Agreement

Supervisor: _____

Signature: _____

Date: _____