

REPORT OF LOSS

Name: _____ SS#: _____

Description: _____

Serial Number: _____

Date of Issue: _____ Date of Loss: _____

Describe the circumstances surrounding this loss: _____

(If additional space is required, use the reverse side of this form)

Describe the steps you have taken to locate the item: _____

(Person or agencies contacted, as well as any search)

I hereby attest that the Department of Veterans Affairs' property described above was, to the best of my knowledge, lost as reported above. I understand that if this property is subsequently recovered, I am to report this to the Audiology Service at once. If such loss occurs again, I understand that an investigation may be held regarding this matter in accordance with MP-2, Part IX.. I also understand that the VA is under no obligation to replace lost equipment.

Signature

Date