

Total Loss or Theft of Equipment Form

In conjunction with the Production Policies and Procedures Manual – Section 2.12 Total Loss or Theft of Equipment

Any loss or theft of equipment should be immediately reported to the Equipment Cage. The person(s) who checked out the equipment and signed the Checkout form will have their equipment privileges suspended until:

- The Director of Production and Digital Media and/or the NU-Q Review Committee makes a decision regarding the financial liability of the loss.*

OR

- An exact replacement of the equipment or equal and equivalent equipment specified by a member of the Production and Digital Media Services department is purchased and delivered to the Equipment Cage.*

Students must file a report with Qatar Foundation security if the loss occurs on-campus or with the appropriate authorities if the loss occurs off-campus. A copy of the report must be provided to the Equipment Cage with a Total Loss or Theft of Equipment form so that a claim can be made with our insurance provider.

Name: NetID: Date:

Dept: Contact No.

Barcode: Equipment Description:

Detailed description of incident:

Signed: Date:

By Signing this I confirm I have read section 2.12 of the Production Policies and Procedure Manual and that I may be liable for payment of above item/s.

Equipment Cage: Date:

Director of Production: Date: