



## Lost Asset Statement

To remain in compliance with state and federal regulations to safeguard assets from unnecessary loss or theft, the following statement must be completed in order to remove an asset from inventory.

I affirm that I have done an extensive search in accordance with the DTI SOP "Lost/ Stolen Chromebooks and/or Other Mobile Devices" for the below asset. After exhausting all resources, I have determined that the below asset is lost for good. **My name typed below serves as my signature on this document.**

\_\_\_\_\_ Name and Position \_\_\_\_\_ Date

Lost Asset Description: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_ Work Order Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

School/Department \_\_\_\_\_

Devices deemed to be lost will be disabled by DTI.

**After completion of all information →Go to File →Save as →"work order number"-  
Lost Asset Statement → Attach form to original WHD Work Order**