**PERSONAL PROPERTY INVENTORY**

***Form Provided by the***

**NORTHERN ARIZONA UNIVERSITY POLICE DEPARTMENT**

**Date Completed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM**COMPUTER / LAPTOP** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**PRINTER** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**HEADPHONES** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**TELEVISION** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**TABLET** | MAKE      | MODEL       | SERIAL # | VALUE      |
| ITEM**GAMING SYSTEM** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**STEREO/SPEAKER** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**CELL PHONE**  | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**CAMERA** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**VIDEO CAMERA/GO PRO** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**MICROWAVE** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**BICYCLE** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**SNOW BOARD**  | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM**SKIS** | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |
| ITEM | MAKE      | MODEL       | SERIAL #      | VALUE      |

The NAU Police Department, **does not** keep the completed form. Students/faculty/staff need to keep a complete and updated copy for their records. An on-line form that can be downloaded is available at [www.nau./edu/police](http://www.nau./edu/police) and should be saved on your NAU web mail and updated as needed. Taking photos of items with distinctive features is helpful and can assist in recovering an item if it is stolen.