



Returning your completed form
 Scan and email to: forms@ipea.gov.au
Enquiries: Independent Parliamentary Expenses Authority
 Email: enquiries@ipea.gov.au
 Phone: (02) 6215 3000

PARLIAMENTARIANS

LOST / STOLEN / DAMAGED PROPERTY REPORT

Note: ALL parts of this form must be completed. Write 'N/A' where not applicable.
 This form is for the notification of loss, damage or theft of IPEA equipment and assets. Loss, damage or theft of computers, laptops, printers, smartphones or other IT equipment must be reported to the Department of Parliamentary Services on (02) 6277 2020.

PARLIAMENTARIAN	▶ Name <input style="width: 80%;" type="text"/>
	▶ Electorate/State <input style="width: 60%;" type="text"/> ▶ Phone <input style="width: 20%;" type="text"/>

LOST/STOLEN/ DAMAGED ITEM	▶ I declare that the following item has been: Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/>
	Item <input style="width: 90%;" type="text"/>
	Brand/Make/Model <input style="width: 90%;" type="text"/>
	Serial No. (if available) <input style="width: 90%;" type="text"/>

▶ Details of loss, theft or damage			
Date of loss/theft/damage	<input style="width: 90%;" type="text"/>	Time	<input style="width: 90%;" type="text"/>
OR	between	<input style="width: 90%;" type="text"/>	Time <input style="width: 90%;" type="text"/>
	and	<input style="width: 90%;" type="text"/>	Time <input style="width: 90%;" type="text"/>

Provide a summary of where and how the incident occurred, including action taken to recover the lost or stolen item

Was there any evidence of theft, fraud, misconduct or abuse?
 No Yes ▶ Give details

POLICE REPORT	▶ Police report (for loss or theft of items)
	Date the police were advised of the loss or theft of the item <input style="width: 150px;" type="text"/>
	Which police were advised? State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number <input style="width: 300px;" type="text"/>

SIGNATURE	▶ By signing this form, I acknowledge that: <ul style="list-style-type: none"> I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. I have read and understood the Privacy Collection Notice (see below).
Signature of Parliamentarian	<input style="width: 350px; height: 40px;" type="text"/> Date

IPEA

▶ Received by IPEA Manager

Signature

Date

Name (please print)

▶ Summary of action taken

Assets Register updated? (if applicable) No Yes ▶ Date

IPEA FINANCE UNIT

▶ Received by IPEA Finance Business Unit

Signature

Date

Name (please print)

▶ SAP updated?

No Yes ▶ Date