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| --- | --- | --- |
| Person reporting this incident | Name | انقر هنا لإدخال نص. |
| Department  | انقر هنا لإدخال نص. |
| Telephone | انقر هنا لإدخال نص. |
| Detail Of Incident | Date Of Incident | انقر هنا لإدخال نص. |
| place Of Incident | انقر هنا لإدخال نص. |
| Time Discovered | انقر هنا لإدخال نص. |
| Description Of Lost Or Stolen Items |  انقر هنا لإدخال نص. **1-**انقر هنا لإدخال نص. **2-**انقر هنا لإدخال نص. **3-**انقر هنا لإدخال نص. **4-**انقر هنا لإدخال نص. **5-** |
| Describe how valuables were lost |  [ ]  valuables were left in an unlocked(open) area [ ]  valuables were placed in an locked area  [ ]  locked area forced open (broken)   |
| Describe in Detail:انقر هنا لإدخال نص. |
| Note :In case where the locked area was forced pen (broken),Don’t touch or left finger prints directly to your departmentHead and Administrator on-Call, or to the security officeRecommendation from Administration:Staff are advised not to bring valuables to the universityIn case, they need to bring valuables.They are advised to keep it in a safe (locker) area  |
| Remarks: |  |