


Equipment Loss / Damage Report

DISTRIBUTION	- 1 Copy for Assets controller - 1 Copy for Reporting Person - 1 Copy for Admin/Finance	Document Number:	
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UNHCR Office:	SO Homs	Date:(dd/mm/yyyy)	05/10/2020
From:	Majd Rifaai		
Staff Head of unit / Direct supervisor	Sawsan Nassar		
To:	Ayham Khady		
Location where loss/damage occurred:	Home		
Present location of damaged item:	Home		
Item BC: (if applicable)	723618	Item type:	Laptop
Make :		Model:	T470
Serial No. :		IMEI:	
Item issue date: (dd/mm/yyyy)	23-7-2020		
Item condition when received:	<input checked="" type="radio"/> New <input type="radio"/> Used <input type="radio"/> Other		
Purpose of use	<input checked="" type="radio"/> Long term <input type="radio"/> Short term <input type="radio"/> Mission <input type="radio"/> Other		

Please provide brief details or reasons for loss or damage:

The laptop has been fallen by mistake when my mother moved the pillow of the sofa and the laptop was saved behind the pillow, but she didn't know. Then the screen of the laptop became not working when I turned on the laptop..

Reporting person :	Date:	 SIGNATURE
Majd Rifaai	05-10-2020	

ICT Staff Comments / Recommendation:

After the examination, it was found that the laptop screen has been stopped working and become black. So, the laptop now is not usable and its screen need to be replaced.

ICT Staff:

Ayham Al Kady

Date:

25/10/2020


SIGNATURE

Admin/ Finance Officer (or delegated official) comments and recommendation:

The fault lies with the staff member, the SM is responsible for the costs associated with the repair.

Staff to reimburse UNHCR:

☒ Yes ☐ No

Reimbursement Amount (in US \$): 220

MSRP Value(if applicable):

Admin / Finance Officer (or delegated official) Name and Title:

NIZAR Gubartalle, Admin officer

Date:

08/11/2020


SIGNATURE