



CINCINNATI-HAMILTON COUNTY HOMELAND SECURITY



PROPERTY ACTIVITY NOTIFICATION REPORT

This PAN report is used to notify Cincinnati-Hamilton County Homeland Security of equipment change of location, stolen, missing or damaged Homeland Security Grant Program (HSGP) assets. All equipment must stay on current inventory for 2 years after finding it stolen or missing.

- Instructions:**
- 1) Complete this form and retain a copy for your records. One report per item please.
 - 2) Submit a copy to: Cincinnati-Hamilton Co. H.S. Inventory/Asset Control Manager 2000 Radcliff Dr. Cincinnati, OH 45204
 - 3) Include a copy of a Police report if necessary.
 - 4) Complete a second PAN report when equipment is returned from repair, calibration or maintenance with a brief report of work done

Name of Agency: _____	Date: _____
Contact person filing report: _____	
Mailing address: _____ _____	
Phone #: _____	E-mail address: _____
Equipment Description: _____	
Serial #: _____	Barcode #: _____
Assigned Location: _____	

EQUIPMENT CHANGE OF LOCATION (i.e. maintenance, calibration, repair, return to vendor)

New Location: _____	
Estimated Time Away: _____	Estimated Return: _____
Reason for Location Change: _____	

EQUIPMENT STOLEN, MISSING OR DAMAGED

Stolen:	Missing:	Damaged:
<i>If stolen a police report MUST accompany this report</i>		
Give a brief history of events and efforts to reconcile: 		

SIGNATURES

Department Director:	Signature _____	Printed _____	Date _____
Contact Person:	Signature _____	Printed _____	Date _____