



REPORT OF LOSS TO STATE-OWNED PROPERTY

Complete pages 1 & 2 for losses to "Fine Art*"

FOR STATE AGENCY USE ONLY

Agency Name:	GEORGE MASON UNIVERSITY		
Date Reported:		Time:	Agency Code: 247

LOSS DATA

Date:		Time:	
Kind of Loss:			
Location:			
Estimate of loss:			
Description of loss/damage:			

FOR INFORMATION, CONTACT

Name:		Title:	
Address:			
Local Phone Number:		Fax:	

REPORTED BY

Name:	JOYCE M. FRENCH	Title:	UNIVERSITY RISK MANAGER
Address:	4400 UNIVERSITY DRIVE, MSN 6D6, FAIRFAX, VA 22030		
Local Phone Number:	703-993-2599	Fax:	703-993-2339

COMMENTS

REPORT OF LOSS TO FINE ART*

*Fine Art: prints, drawings, photographs, paintings, antiques, rare books, manuscripts, coins, glass, artifacts, rugs, objects of historical interest owned or in "care, custody or control"

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Title of Object:	
Date of Period: (circa)	
Artist:	
Is the artist living:	
Size and/or weight:	
Inscriptions/Markings:	
Type of Object (painting, sculpture, furniture, jewelry):	
Subject of the Work:	
Distinguishing Features/ Previous Repairs	
Name and Address of Owner and/or Lender:	
Value of the Object (determination):	
Police Report Number (if applicable):	
Location of Object:	
Documentation - Forward any shipping papers, receipts, invoices, purchase agreements available photographs, loan agreement, etc.:	

PROTECT AND PRESERVE THE OBJECT IN A SAFE PLACE!