



PROPERTY INVENTORY CARD

Ringling College of Art and Design
Office of Public Safety
Operation ID

Name _____

Phone _____

ITEM	BRAND NAME & SERIAL #	VALUE
<input type="checkbox"/> Bicycle	_____	_____
<input type="checkbox"/> Television	_____	_____
<input type="checkbox"/> E-Reader/Kindle	_____	_____
<input type="checkbox"/> iPad/Tablet	_____	_____
<input type="checkbox"/> Headphones	_____	_____
<input type="checkbox"/> Laptop	_____	_____
<input type="checkbox"/> Laptop Charger	_____	_____
<input type="checkbox"/> Computer/Desktop	_____	_____
<input type="checkbox"/> Camera	_____	_____
<input type="checkbox"/> Cell Phone	_____	_____
<input type="checkbox"/> Microwave	_____	_____
<input type="checkbox"/> Printer	_____	_____

JEWELRY	AMOUNT, COLOR, ETC.	VALUE
<input type="checkbox"/> Rings	_____	_____
<input type="checkbox"/> Watches	_____	_____
<input type="checkbox"/> Earrings	_____	_____
<input type="checkbox"/> Necklaces	_____	_____
<input type="checkbox"/> Bracelets	_____	_____
<input type="checkbox"/> Other	_____	_____

TIPS TO HELP PREVENT THEFTS:

- Lock your door when you leave your room, even if you will be gone only a few minutes. It takes only seconds for someone to walk into an open room and steal something.
- Never prop open inside or outside doors.
- Never let unauthorized persons enter residence halls or apartment buildings. Always ask to see proper identification.
- Mark all personal property with an engraver or permanent marker. Engravers are available from Public Safety.
- If you own a bicycle or scooter, be sure to secure it in a safe and clearly visible place. The price of a good lock may save you the price of a new bike. Register your bicycle with Public Safety.
- Be sure to lock your car when you park it. Don't leave gifts, books, wallets, purses, or expensive items visible on the seat or floorboard.
- Make a list of the serial and model numbers of your property. Include any marks or defects, which can be used for identification.

