



Report for Lost, Stolen or Broken Device

All employees with a company-owned mobile device **MUST** report their device *lost, stolen and/or broken* within 24 hours. The employee is responsible to fill this form out and have their supervisor/manager sign and acknowledge the issue, then turn it into the Procurement Specialist.

If the employee's cell phone line is eligible for the upgrade, the Tulalip Tribes shall upgrade your device as your one upgrade. Each employee may receive one replacement phone per two (2) years unless there are extenuating circumstances beyond the employee's control and approved by their Executive Director. Replacement phone is a slightly used phone if available through the procurement department. If the employee has exhausted the one replacement phone, the employee will be responsible for paying for the new phone at the Government rate and remains property of The Tulalip Tribes.

Department	Employee's Name
Date and Time	
Statement	
Signature Date	Employee Signature
Signature Date	Supervisor/Manager Signature