

Georgia State University - Perimeter College

Police Department

Valuable Item Registration Form

Name: _____ 900#: _____ Email: _____

Home Address: _____ City/State: _____ ZIP: _____

Cell Phone #: _____ Other Phone #: _____

Type of Item	Make	Model	Serial #	Distinguishing Marks
Laptop Computer	Sony	Vaio B220	123-ABC	Purple Cover

Stolen items should be reported to the jurisdiction in which they are stolen. For example, if an item is stolen from a car at a GPC Campus, a report should be made with GPC Public Safety.

If the item(s) are stolen from a location other than a GPC campus, notify the local police.

Retention Period:

Students - Forms will be retained for a period of 2 years from registration date.

Faculty/Staff - Forms will be retained for a period of 5 years from registration date.

Email Completed forms to: GPCVALUABLES@GPC.EDU