

REPORT OF STOLEN & MISSING PROPERTY

School/Department _____

Incident (check): Break-In _____ Vandalism _____ Missing _____ Other _____

Person(s) Reporting _____ Date _____

Reported to (Administrator) _____

Which law enforcement was contacted? _____

If none, please explain _____

Who made contact? _____ Time _____ AM/PM _____

Who responded to call? _____ Time _____ AM/PM _____

Time of incident if known _____ or between (date/time) _____

ITEM	CODE*	PROPERTY NUMBER	SERIAL NUMBER	COST**	BUILDING/ROOM NUMBER

*CODE: S (STOLEN), R (RECOVERED), M (MISSING), D (DAMAGED)

**FOR BUSINESS SERVICES USE ONLY

Suspect (s) _____

School/Department Investigation(check): Completed _____ Continued _____

Results of investigation: _____

Principal/Administrative Head

Date