

**REPORT OF STOLEN & MISSING PROPERTY**

\_\_\_\_\_ SCHOOL/DEPARTMENT

INCIDENT (CHECK):   BREAK-IN \_\_\_\_\_ VANDALISM \_\_\_\_\_ OTHER \_\_\_\_\_ MISSING \_\_\_\_\_

PERSON(S) REPORTING \_\_\_\_\_ DATE \_\_\_\_\_

REPORTED TO \_\_\_\_\_  
ADMINISTRATOR

WHICH LAW ENFORCEMENT WAS CONTACTED? \_\_\_\_\_

IF NONE, PLEASE EXPLAIN     MISSING TWO OR MORE YEARS DURING INVENTORY CHECK

WHO MADE CONTACT? \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

WHO RESPONDED TO CALL? \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

TIME OF INCIDENT IF KNOWN \_\_\_\_\_ OR BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
DATE AM/PM DATE AM/PM

**A COPY OF THE LAW ENFORCEMENT REPORT MUST BE ATTACHED.**

ITEM	CODE *	COUNTY NO.	SERIAL NO.	COST	FISH NO.

\* CODE:                **S. STOLEN**                **R. RECOVERED**                **L. LOST**                **D. DAMAGED**

SUSPECT(S) \_\_\_\_\_

SCHOOL/DEPT. INVESTIGATION COMPLETED \_\_\_\_\_ CONTINUED \_\_\_\_\_

RESULTS OF INVESTIGATION: \_\_\_\_\_

\_\_\_\_\_ PRINCIPAL/COUNTY ADMINISTRATOR

\_\_\_\_\_ DATE

**COPY TO SUPERINTENDENT, PROPERTY OFFICE, FINANCE AND FACILITIES**