

**WARREN COUNTY PUBLIC  
SCHOOLS  
WHERE CHILDREN PREPARE FOR SUCCESS**

**LOST / STOLEN EQUIPMENT REPORT**

To Be Completed in Conjunction with Filing Police Report

<b>School/Support Location:</b>		<b>Date:</b>	
<b>Department:</b>		<b>Employee asset was assigned to:</b>	

<b>WCPS FIXED ASSET TAG #:</b> _____	
<b>Asset Description/ Manufacturer/ Model</b>	<b>Where and when was this device lost / stolen?</b>
<b>In what way and by whom was the device used?</b>	<b>Purchase Order # and Date of Purchase, if known</b>
<b>PLEASE COMPLETE THIS SECTION FOR TECHNOLOGY ITEMS ONLY:</b>	
<b>Is tracking software enabled on the device?</b> Circle One - Yes or No	<b>Was the device password Protected?</b> Circle One - Yes or No
<b>Is there personally identifiable information stored on the device?</b> Circle One - Yes or No (If Yes, please describe on a separate sheet of paper and attach.)	<b>Does this device contain any student educational records which might result in a FERPA violation?</b> Circle One - Yes or No (If Yes, please describe on a separate sheet of paper and attach.)
<b>If you have any other information that may assist with recovering this device, please explain here:</b>	

**VERY IMPORTANT:** A POLICE REPORT MUST BE FILED FOR ALL STOLEN ASSETS. PLEASE CONTACT THE BGPD OR SHERIFF'S OFFICE IMMEDIATELY UPON KNOWLEDGE THAT AN ASSET IS SUSPECTED LOST OR STOLEN. YOU MUST PICK UP A COPY OF THE POLICE REPORT IN 2 WEEKS FROM THE APPROPRIATE LAW ENFORCEMENT OFFICE AFTER FILING -- PLEASE FORWARD A COPY TO **SHELLEY BAIRD** AT CENTRAL OFFICE.

NON-EMERGENCY PHONE NUMBERS - CALL TO FILE POLICE REPORT: WARREN COUNTY SHERIFF'S OFFICE 270-842-1633; BG POLICE DEPT 270-393-4000

PRINCIPAL SIGNATURE: EMPLOYEE SIGNATURE:

FIXED ASSET AUDITOR  
SIGNATURE:

FIXED ASSET DESIGNEE  
SIGNATURE:

PLEASE EMAIL A COPY OF THIS COMPLETED FORM TO  
**SHELLEY.BAIRD@WARREN.KYSCHOOLS.US** IF LOST / STOLEN ASSET IS A TECHNOLOGY ASSET,  
PLEASE ALSO EMAIL A COPY TO  
**ROBERT.FLORA@WARREN.KYSCHOOLS.US**