

Argyle Independent School District

Lost or Stolen Equipment

Note: A police report must be filed with the Argyle Police Department on any stolen item costing \$500 or more or a fixed asset before the District will replace it. Items stolen that are not a fixed asset or cost less than \$500 will be the responsibility of the campus/department. If neither condition applies do not put that item on this form. (Replacement laptops are the responsibility of the campus/department)

When a fixed asset on your campus is lost or stolen:

1. Fill out form completely.
2. If the item was stolen, attach a copy of the police report.
3. Fill in the campus name and date below.
4. Obtain principal's signature.
5. Send form to the finance department.

The items below are lost stolen

Description	Manufacturer	Model #	Serial #	Cost

Campus Principal: _____

Campus Name: _____

Date: _____

Signature of Principal

Date