

**RICHLAND COUNTY SCHOOL DISTRICT ONE
INSTRUCTIONS**

**Completing the Theft, Vandalism, Lost and Damaged Report
(TVLD)**

1. Address the form; [To: Financial Services SAB 750] [From: Your School/Department and code].
2. In the section titled “Nomenclature” list each item separately giving the description, manufacturer, model, etc., (i.e. VCR, Zenith, model xyz). Be certain to list the District I.D. and serial numbers. If the loss involves a vehicle list the license tag number also.
3. List quantities and costs (if available) in the columns to the right.
4. In the section titled “Circumstances” describe any occurrence or event that caused the property damage or loss. Be very specific, providing as many details as possible including names, dates, times, and security alarm status. The person who is responsible for the property in the course of their work; or the person who discovers the loss should complete this section. If this individual is not available the Inventory Control Officer or supervisor should make the report.
5. The individual making the report should sign and date the form in the section titled “I Certify That...”
6. The section titled “Signature of Responsible Official” should be signed by the Principal, Department Head, or other senior location authority.
7. A Police Incident Report must be made in all cases where theft is suspected. Submit the Police Report and/or case number with the TVLD.