LOST / STOLEN EQUIPMENT REPORT

To Be Completed in conjunction with Filing Police Report

School/Support Location:		Date:	
Department:		Employee Asset was Assigned to:	

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

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 DALLAS FOWLER-CHARLTON AT CENTRAL OFFICE.

NON-EMERGENCY PHONE NUMBERS - CALL TO FILE POLICE REPORT:
WARREN COUNTY SHERIFF'S OFFICE: 270.842.1633
BOWLING GREEN POLICE DEPARTMENT: 270.393.4000

PLEASE EMAIL A COPY OF THIS COMPLETED FORM TO DALLAS.FOWLERCHARLTO@WARREN.KYSCHOOLS.US IF LOST/STOLEN ASSET IS A TECHNOLOGY ASSET, PLEASE ALSO EMAIL A COPY TO AMY.BUSS@WARREN.KYSCHOOLS.US