



CANTON PUBLIC SCHOOL DISTRICT

Office of Business and Finance

Tony Foster
Director
Tracy Lewis
Assistant Director

Stolen Asset(s) Incident Report

(PLEASE COMPLETE ONE FORM PER ROOM)

Date: _____ Location/Building/Room: _____

Please provide any details you have regarding the incident, including witnesses:

Are you aware of any structural damage? If yes, please explain:

Are you aware of any missing items (whether on inventory or not)? If yes, please list. Enter N/A under Asset Number if the item is not on inventory.

Asset Number	Item Description	Serial Number

Please include any additional documentation relevant to the incident and email to the Security Director, Finance Director and Superintendent.

Principal/Director Signature

Date

District's Office Fixed Asset Signature

Date

"Perseverance Conquers All"

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