MISSING FIXED ASSET(S)

PROPERTY CONTROL DEPARTMENT
CENTRAL OFFICE

SCHOOL/DEPARTMENT_____LOCATION **#**_____

COMPLETED BY:_____**TITLE:** _____

The following fixed asset(s) are missing from my school/department. A thorough search of the premises was conducted for the missing item(s). Please adjust the fixed asset records accordingly.

	TAG NUMBER	DESCRIPTION	SERIAL NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			

EXPLANATION:

_____

_____

_____

APPROVED BY:

_____

Signature of Principal/Department Head Date

_____

Signature of Property Control Date

STOLEN FIXED ASSETS