STOLEN FIXED ASSETS

MEMO TO: Property Control Department
Central Office

FROM: _____
School/Department

DATE: _____

The following fixed asset(s) were stolen from my school/department. Please adjust the fixed asset records accordingly:

TAG NUMBER	DESCRIPTION	SERIAL NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPLAIN THE INCIDENT:

_____

_____

_____

POLICE REPORT DATE: _____ POLICE FILE NUMBER:

_____

PRINCIPAL/DEPARTMENT HEAD_____
Signature Date

PROPERTY CONTROL_____
Signature Date

***Attach a copy of the police report. ***