

Poth ISD

Equipment Incident Report

Employee Name: _____

Date of Incident: _____

Description of Incident (When, Where, How)

Description/List of Lost or Stolen Equipment:

Has/Have the item(s) been recovered? Yes ☐ No ☐

Has a Police Report been created? Yes ☐ No ☐

If recovered, is the item still functioning as usual? Yes ☐ No ☐ I Don't Know ☐

Employee Signature

Date

Supervisor Signature

Date