

**REPORT OF LOST, DAMAGED, DESTROYED OR STOLEN PROPERTY**

**FACILITY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ROOM NUMBER (from inventory map):** \_\_\_\_\_

**ITEM NAME:** \_\_\_\_\_ **NUMBER OF IDENTICAL ITEMS:** \_\_\_\_\_

**CONDITION:** \_\_\_\_\_ **COST:** \_\_\_\_\_ **FISCAL YEAR PURCHASED:** \_\_\_\_\_ **FUNDING AREA:** \_\_\_\_\_

**MAKE AND MODEL (if applicable):** \_\_\_\_\_ **SERIAL NUMBER:** \_\_\_\_\_

**ITEM NAME:** \_\_\_\_\_ **NUMBER OF IDENTICAL ITEMS:** \_\_\_\_\_

**CONDITION:** \_\_\_\_\_ **COST:** \_\_\_\_\_ **FISCAL YEAR PURCHASED:** \_\_\_\_\_ **FUNDING AREA:** \_\_\_\_\_

**MAKE AND MODEL (if applicable):** \_\_\_\_\_ **SERIAL NUMBER:** \_\_\_\_\_

**ITEM NAME:** \_\_\_\_\_ **NUMBER OF IDENTICAL ITEMS:** \_\_\_\_\_

**CONDITION:** \_\_\_\_\_ **COST:** \_\_\_\_\_ **FISCAL YEAR PURCHASED:** \_\_\_\_\_ **FUNDING AREA:** \_\_\_\_\_

**MAKE AND MODEL (if applicable):** \_\_\_\_\_ **SERIAL NUMBER:** \_\_\_\_\_

**ITEM NAME:** \_\_\_\_\_ **NUMBER OF IDENTICAL ITEMS:** \_\_\_\_\_

**CONDITION:** \_\_\_\_\_ **COST:** \_\_\_\_\_ **FISCAL YEAR PURCHASED:** \_\_\_\_\_ **FUNDING AREA:** \_\_\_\_\_

**MAKE AND MODEL (if applicable):** \_\_\_\_\_ **SERIAL NUMBER:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**TEACHER'S SIGNATURE:** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Attach a copy of a police report for all items worth \$200 or more.