

SCHOOL BOARD OF MARTIN COUNTY
 STOLEN OR DAMAGED EQUIPMENT

School/Department _____ Date of Report _____

Date and time of discovery _____

Was entry made into the building? _____ Were the Police/ Sheriff called? _____

Check One: _____ Stolen _____ Damaged

Give specific details of loss or damage (where, what, and how) and attach a copy of the police report to this form.

Asset Number	Description Make/Brand	Serial Number	Stolen	Damaged	Original Cost

 Signature of Principal/Supervisor

 Date

 Property and Inventory Control

 Date

White - Property Control
 Pink - Business Affairs Office

Yellow - School / Department