



# Haslett Public Schools

## Lost or Stolen Equipment Report

Name	Today's Date
<b>EQUIPMENT INFORMATION</b>	
Type of Equipment	Manufacturer
Model Number	Serial Number
<b>INCIDENT INFORMATION</b>	
Equipment Status <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen	Police Report Reference Number (if any)
Location of Incident (Building and/or Room Number)	
Description of Incident (write briefly what happened to the equipment)	
Steps Taken to Prevent Further Losses	
<b>SIGNATURES</b>	
Person Filing Report	Building Principal
Director of Technology	Director of Finance