

PORTSMOUTH PUBLIC SCHOOLS
Portsmouth, Virginia

REPORT OF LOSS

Check One: Theft _____ Vandalism _____ Fire _____ Other _____

POLICE REPORT REQUIRED FOR ALL LOSSES

Distribution: Original (white copy) Superintendent
 Green Copy: Assistant Superintendent for Budget & Planning
 Yellow Copy: Assistant Superintendent for Curriculum and Instruction
 Pink Copy: Director of Operations
 Goldenrod Copy: School Copy
 Police Report: School (1) Director of Operations (1)

School _____ Principal _____

Address _____ Phone _____

Date of Loss _____ Time _____ Date of Report _____

Police called: Date _____ Time _____ By whom _____

Police response: Date _____ Time _____ Police Report Number _____
 (attach a copy of the report)

Discovered by: Security System Contractor _____ Other (specify) _____

Describe circumstances as specifically as possible: _____

Equipment Lost:

ITEM	MAKE	BARCODE #	SERIAL #

Attach a copy of this form to annual inventory if it includes items not located after two consecutive annual inventories.
 Description of steps taken to locate missing items (attach a separate sheet, if necessary):

Principal's Signature _____ Date _____

Approved: October 16, 2000
 Revised: June 1, 2007