



LOST / STOLEN EQUIPMENT REPORT

To Be Completed in Conjunction with Filing Police Report

SCHOOL/SUPPORT
LOCATION: _____

DATE: _____

DEPARTMENT: _____

EMPLOYEE ASSET WAS
ASSIGNED TO: _____

WCPS FIXED ASSET TAG #: _____	SERIAL # _____
Asset Description/ Manufacturer/ Model	Where and when was this device lost / stolen?
In what way and by whom was the device used?	Purchase Order # and Date of Purchase, if known
PLEASE COMPLETE THIS SECTION FOR TECHNOLOGY ITEMS ONLY:	
Is tracking software enabled on the device? Circle One - Yes or No	Was the device password protected? Circle One - Yes or No
Is there personally identifiable information stored on the device? Circle One - Yes or No (If Yes, please describe on a separate sheet of paper and attach.)	Does this device contain any student educational records which might result in a FERPA violation? Circle One - Yes or No (If Yes, please describe on a separate sheet of paper and attach.)
If you have any other information that may assist with recovering this device, please explain here: _____	

VERY IMPORTANT: A POLICE REPORT MUST BE FILED FOR ALL STOLEN ASSETS. PLEASE CONTACT THE BYPD OR SHERIFF'S OFFICE IMMEDIATELY UPON KNOWLEDGE THAT AN ASSET IS SUSPECTED LOST OR STOLEN. YOU MUST PICK UP A COPY OF THE POLICE REPORT IN 2 WEEKS FROM THE APPROPRIATE LAW ENFORCEMENT OFFICE AFTER FILING -- PLEASE FORWARD A COPY TO KIM LAWRENCE AT CENTRAL OFFICE.

NON-EMERGENCY PHONE NUMBERS - CALL TO FILE POLICE REPORT: WARREN COUNTY SHERIFF'S OFFICE 270-842-1633; BG POLICE DEPT 270-393-4000

PRINCIPAL SIGNATURE: _____

EMPLOYEE SIGNATURE: _____

FIXED ASSET DESIGNEE
SIGNATURE: _____

FIXED ASSET AUDITOR
SIGNATURE: _____

PLEASE FAX OR EMAIL A COPY OF THIS COMPLETED FORM TO CENTRAL OFFICE - ATTN: ASSET DEPT, FAX: 270-781-2392. IF LOST / STOLEN ASSET IS A TECHNOLOGY ASSET, PLEASE ALSO CONTACT ROBBIE FLORA, DTC/CIO, PH: 270-842-0702 FAX: 270-781-1133.