DENMARK-OLAR SCHOOL DISTRICT 2

DAMAGED, STOLEN, OR LOST EQUIPMENT REPORT

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| --- |
| PERSONAL INFORMATION |
| School Year |  | Date |  |
| Name |  |
| School |  |
| Address |  |
| City, State, Zip |  |
| Local Phone |  | Cell Phone |  |

|  |
| --- |
| EQUIPMENT INFORMATION |
| Make | Model # | Serial # | District ID# |
|  |  |  |  |
| Equipment was Damaged  Stolen  Lost |
| Power cord was  Damaged  Stolen  Lost |
| Equipment bag was  Damaged  Stolen  Lost |

|  |
| --- |
| DETAILS REGARDING STOLEN OR LOST DEVICE |
| Date Device Damaged, Stolen or Lost: |  |
| Time Device Damaged, Stolen or Lost: |  |
| City & State Device Damaged, Stolen or Lost |  |
| Was police report filed?  | Which Agency? |

|  |
| --- |
| Details of Damage, Theft or Lost Device (Include the last known location of the device and how it was damage, stolen or lost. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should you have anything further to report after making this report, please contact, your building principal and copy to Rodney Anderson at randerson@bamberg2.org.