



Information Technology and Support Services Technology Equipment Vandalism Report



(This form is to be used to report deliberate damage to and theft or destruction of district property)

Name: _____ Phone/Ext: _____

School: _____ Room #: _____

Date and time of discovery of loss/vandalism: _____

Discovered By: _____ Reported To: _____

Last date and time the item was observed and by whom: _____

Was the Police Dept. called? Yes _____ No _____

Police Officer's Name: _____ Badge #: _____

Police Report# _____

SPECIFIC DETAILS OF LOSS OR DAMAGE (*keyboard missing keys, hard drive missing, memory missing, etc.*)

EQUIPMENT STOLEN, DESTROYED, OR DAMAGED						
ASSET TAG #	ITEM DESCRIPTION <i>(laptop, monitor, hard drive)</i>	SERIAL # MODEL #	<i>Check one</i>			ESTIMATED VALUE
			<i>Stolen</i>	<i>Destroyed</i>	<i>Damaged</i>	

Suspect's Name: _____

Sex: _____ Race: _____ Height: _____ Weight: _____ Eyes: _____

Comments: _____

Submitted by Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Please fax the completed, signed form to the ITSS Director at x4433 and forward a copy to the Security Department.

ITSS Signature: _____ Date: _____