

THEFT REPORT

Date:	School or District Site (building):
Location of Occurrence (room/area):	
Short Summary of Incident:	
When was the theft discovered/witnessed? Date: _____ Time: _____	
Name of person who discovered theft:	
Was a Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No Case #: _____ Name of Officer: _____	
Was anyone apprehended? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? Name(s) of person(s) apprehended: _____	
If break-in, how was entry made into building?	

DISTRICT PROPERTY STOLEN

QTY	ITEM DESCRIPTION	SERIAL # (IF ANY)	DD # (IF ANY)	VALUE
TOTAL				

Additional Remarks:

Name of person completing this report:

PLEASE SUBMIT THIS REPORT TO THE BUSINESS OFFICE WITHIN 24 HOURS OF THEFT INCIDENT.

Date Received: _____
DD Case #: _____

Supervisor signature: _____
Supervisor name: _____

Theft Report Process

Within 24 hours of a theft:

1. Contact the building principal/administrator
2. Notify the police to get a police report
3. Contact Derek Edens (if technology)
4. Complete the DD Theft Report
5. Send a copy of the DD Theft Report to the Business Office