CANUTILLO INDEPENDENT SCHOOL DISTRICT
Notification of Missing/Stolen Property Form

Camput/Department _____ Room # _____ Date _____

Date of Incident _____ Time _____ A.M. or P.M.

Type of Incident (Circle One) Theft Break-In Vandalism

Incident Discovered by _____

Law Enforcement Notified by _____

Are Offenders Known _____

Damage to Building _____

Damage to Equipment _____

_____

Damage to Supplies _____

_____

Complete the following table for lost/missing/or stolen equipment:

Description and Manufacturer Name	Asset Tag Number	Original Cost

Additional Details _____

_____

_____

Estimated Damage $_____ Estimated Stolen $_____ Total Loss $ _____

******Attach additional sheets if necessary and law enforcement report******

Signature: Budget Authority-Administrator _____

Complete the form and email the reports to Financial Services and Risk Management. Copies of report should be kept on file at the corresponding campus/ department for inventory records.