

GCSS Inventory Form

Request for Disposition/Removal REPORT OF LOST, DAMAGED OR STOLEN PROPERTY

(Report on Arson, Burglary, Vandalism, Theft, Unexplained Loss, and Failure to Return)

Instructions: * Please complete this form and forward it to the **GCSS Federal Programs Director**. A police report is required in the event of theft or burglary

School/Department:

Date of Loss/Disposal:

Principal:

Date Reported:

Who was notified of Event?

Type of event reported?

- Principal
- School Resource Officer
- Police
- Other (Specify):

- Disposal - Broken
- Disposal - Obsolete
- Burglary/Attempted Burglary*
- Larceny*
- Theft by Taking*
- Mysterious Disappearance
- Destroyed by Fire
- Other (Specify):

Description of Items: Attach additional pages as needed.

Quantity	Asset Description	Serial No.	LEA Tag #	Cost Per Unit	Total Amount


For Burglary/Larceny/Theft Events Only

Who discovered the loss of equipment, etc.?

Who closed the building prior to the violation?

Who first opened the building after the violation?

What measures were taken to safeguard the property?

- | | | |
|---|---|---|
| <input type="checkbox"/> Alarm system activated | <input type="checkbox"/> In locked closet | <input type="checkbox"/> Other (Specify): |
| <input type="checkbox"/> In locked room | <input type="checkbox"/> In school vault | |

Location of the stolen/damaged property:

- | | | |
|---|--|--|
| <input type="checkbox"/> Classroom (specify): | <input type="checkbox"/> Media Center | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Portable/Trailer | <input type="checkbox"/> Office (specify): | <input type="checkbox"/> Other (Specify) |

Comments:

Signature and Date