



MISSING OR STOLEN PROPERTY REPORT

NOTE: If property has been stolen this form should be completed and sent to the Corporate Office within 72 hours.

Name of school / campus	Date
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Place of occurrence	City	County
Dea(s) notified	Estimated value at date of loss	

SERIAL NUMBER(S)	PURCHASE DATE	PURCHASE VALUE

OMEGA PROPERTY NUMBER	COMPONENT NUMBER	DESCRIPTION	LOCATION

Person(s) responsible for inventory	Property Manager name	Property Manager phone
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Report in detail (including what security measures were in place at the time.)

Please check one box.

I know who did it

I do not know who did it

This form should be signed and dated by the agency/institution head or designated representative. If a designated representative completes this form, the rank of that individual should be greater than that of the property manager.	
sign here ▶	Date
Printed name and title	

Retain this form for your files. or police report