



# St. Lucie Public Schools

Purchasing Department  
9461 Brandywine Lane  
Port St. Lucie, FL 34986  
(772) 336-6998 (Property Control)  
Fax (772) 336-6985

## LOST OR STOLEN PROPERTY REPORT FORM

School/Department \_\_\_\_\_ Date of Report \_\_\_\_\_

Check One: \_\_\_\_\_ Stolen \_\_\_\_\_ Lost

Address of incident: \_\_\_\_\_

Room/Building Number \_\_\_\_\_

Date and Time of Discovery \_\_\_\_\_

Was entry made into the building? \_\_\_\_\_ No \_\_\_\_\_ Yes

Was the Police/Sheriff called? \_\_\_\_\_ No \_\_\_\_\_ Yes (If yes, attach a copy of the police report to this form)

Detailed explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Asset/Tag Number \_\_\_\_\_ Make/Brand \_\_\_\_\_

Description \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Dept. Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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To be completed by Property Control:

Original Cost: \_\_\_\_\_ Purchase Order# \_\_\_\_\_

Board Approval \_\_\_\_\_  
(date)

Asset record updated \_\_\_\_\_  
(date)

## **GENERAL INSTRUCTIONS**

### **Purpose of Form:**

If any School Board property is Lost or Stolen, the employee discovering the loss or theft must report it to his or her Principal or Department Director. This is to be done as soon as possible, but no later than three (3) days from the date of discovery. The Principal or Department Director should then do the following:

1. Notify proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen.
2. Notify District Security
3. Complete and forward the Lost or Stolen Property Report Form to the Property Control Specialist along with a copy of the police report, if applicable.
4. Notify Risk Management
5. Notify the Superintendent with a copy of a written notice.