

STOLEN FIXED ASSET(S)  
Fixed Asset Office  
Central Office Receiving

Memo To: Fixed Asset Manager  
Central Office Receiving

From: \_\_\_\_\_  
School

Date: \_\_\_\_\_

The following fixed asset(s) were stolen from my school. Please adjust the fixed asset records accordingly.

Tag Number	Description	Serial Number

Police Report Date: \_\_\_\_\_ Police File Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fixed Asset Manager

\_\_\_\_\_  
Date

**\*\*\*ATTACH A COPY OF THE POLICE REPORT\*\*\***