



**Shelby County Schools
Office of Asset Management
School Break-In, Theft and Damage Report**

School Name: _____ **Loc. Code:** _____ **Date of Theft/Damage:** _____
Police Report #: _____

Check one:
 The items listed below are to be replaced ___ yes/no ___ or are being reported for accounting purposed/no replacement. **Time and Date Security Notified** _____

The Memphis Police Department **MUST BE NOTIFIED** in **ALL** cases of burglary or loss of equipment as a result of larceny. Telephone the Office of Security Services, 416-5773, immediately upon discovery of a break-in.

This report is to be completed and submitted to the **Office of Asset Management, 1384 Farmville Road, Memphis, TN 38122, Loc. 8223, no later than** the first school day following the discovery of the loss.

INCIDENT TYPE	Detailed Description (Manufacturer, Laptop, etc.)	MSCS Barcode	Serial #	Model #	Acquisition Date	Project/Program	Rm #	Contact Person

1. Under "Type Incident" indicate Burglary (break-in); Larceny (theft during school hours); Arson, Vandalism and Damage due to water, fire or other causes (State cause).

Comments: _____

Send copy of completed form to Security Services, Room 145

Principal's Signature/Date: _____