

## ECPPS Missing, Damaged, or Stolen Property Report

Complete an individual report for each item and submit via email to ECPPS Technology Department at [helpdesk@ecpps.k12.nc.us](mailto:helpdesk@ecpps.k12.nc.us) followed by hardcopy with signatures.

<b>Reporting School or Department</b>	
<b>Date of Report</b>	
<b>Person Submitting Report</b>	
<b>Property or Equipment Information</b>	
Equipment Description	
ECPPS Inventory Asset Number	
Serial Number	
Purchase Date	
Purchase Cost	
Person Responsible for Equipment	
Describe any sensitive or confidential data on Equipment? (student, staff, testing, or personal data)	
Describe any Password protection on equipment or data?	

## Missing Property Report

<b>Incident Information</b>	
Status of Property (Lost, Stolen, or Damaged)	
Date Lost, Stolen, or Damaged	
Location of Incident	
Description of Incident	
Comments (if any)	
<b>Police Report Information</b> (if reported)	
Reported to? (Police, Sheriff)	
Date Reported	
Officer Name	
Contact Phone Number	
Police Report Number	
Other Info	

<b>Review Information</b>	
Recommended/Planned Action to Prevent Recurrence of Incident	
How will equipment be replaced?	
Person Responsible for Equipment Signature	
Principal/Signature	
Tech Director Signature	
Finance Director Signature	
Superintendent Review	