



NEISD Missing Item(s) Report

Instructions: To be completed by the person to whom the item(s) were assigned. Complete this form immediately upon verification of loss. Notify North East Police of incident, obtain police report number, and return this form to your principal or supervisor.

Loss must be reported on CRMS Loss Reporting System within 30 days CLD (R).

Campus/Department: _____ Name & Title: _____

Date of Loss _____ Classroom/Area _____ Date of Report _____ NEPD # _____ SAPD# _____

Missing: Item missing or lost with no signs of forced entry or physical damage to building.

Description of Item(s):				Item etched	Est.
Qty	Description	Brand Name	Type	Y-N	Cost \$\$

(If more space is needed use back) **Total loss amount \$** _____

How/where were the item(s) stored or secured ? _____

When did you last use or see the missing items(s) (Date, Time & Purpose)? _____

When did you notice the item(s) missing (Date & Time)? _____

Did you verify the item(s) were not borrowed or loaned to another employee ? (Give name and classroom #). _____

Do you have any suspicions on how or why the items were removed ? _____

What could you have done differently to secure these items ? _____

Supervisor/Administrator comments: _____

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any falsification of this record will be sufficient cause for disciplinary action, up to and including termination. I also agree to inform the NEISD Police Department (655-6859) and the NEISD Risk Management Department (407-0187) should the missing items(s) be found or if I become aware of additional information regarding the possible whereabouts of the missing item(s).

Signature of Employee _____ Date _____ Signature of Supervisor/Administrator _____ Date _____

Cc: **Fax signed copy to Risk Management 804-7014**