

Warren County Schools

Break-ins/Stolen Property

School: _____ Location In School: _____

Date of break-in: _____ Date of Stolen Property: _____

Law Enforcement Agency Contacted? Yes No Date: _____ Time: _____

Name of Law Enforcement Agency(s): _____

Law Enforcement Findings: _____

Central Office Administrator Contacted: _____ Date: _____ Time: _____

Name of Central Office Administrator: _____

Fixed Asset Accountant Contacted? Yes No

Was there property damage? Yes No

If so, describe: _____

Was Maint. Dept. contacted for repairs? Yes No Date: _____ Time: _____

If items were stolen from school, please list below:

Quantity	Description	Approximate Value

_____ Report Completed By

_____ Title

_____ Principal's Signature

_____ Date