



**ST. LOUIS BOARD OF EDUCATION
MISSING EQUIPMENT AND FURNITURE REPORT**

**THIS FORM IS TO BE USED TO REPORT MISSING EQUIPMENT AND FURNITURE
WHERE THERE IS NO APPARENT ILLEGAL ENTRY**

DATE OF REPORT _____

SCHOOL/OFFICE _____

LOCATION CODE _____

DISCOVERED BY WHOM _____

LIST OF MISSING ITEMS

TYPE/MAKE	SERIAL NO.	DECAL NO.	DATE LAST SEEN	YEAR PURCHASED

DESCRIBE CIRCUMSTANCES:

 PRINCIPAL'S/ADMINISTRATOR'S SIGNATURE

 CUSTODIAN'S SIGNATURE

RESULTS OF INVESTIGATION:

 EXECUTIVE DIRECTOR, SCHOOL SAFETY & SECURITY

Original: Security Office
 Copies To: Education Officer
 Fiscal Control Office
 School/Administrative Office File