



Moore County Schools – Federal Programs

LOST/STOLEN EQUIPMENT FORM

Federal Programs Office 910-947-2342 Lisa Scott

(Please, use a pen to fill out this form)

Lost/Stolen ID Number: _____

Today's Date: / /		Borrower's Phone #:
Borrower's Name		Borrower's Position/Title
EQUIPMENT INFORMATION		
Type of Equipment	Borrowing Date	Due Date
Equipment's Model Number	Serial Number (if any)	
DOE Assed ID (if any)	Equipment's Cost (approximate)	
INCIDENT INFORMATION		
Equipment Status <input type="checkbox"/> Lost <input type="checkbox"/> Damage <input type="checkbox"/> Stolen		Police Report Reference No (if any) Attach
Description of Incident (write briefly what happened to the equipment)		
Comments (if any)		
SIGNATURES		
All signature boxes must be signed		
Borrower's Signature	Date	Principal/Department Director Signature/Date
_____		_____
Chief of MCS Police or Designee Signature/Date		Administrator for Federal Programs Date
_____		_____