

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

706-AR-3. REPORT OF EQUIPMENT INCIDENT

This report will be forwarded to the building principal or immediate supervisor.

Description of Equipment: _____

School District Tag Number: _____

Manufacturer's Serial Number: _____

Was equipment identified with paint or ink indicating name of school? _____

Comments: _____

Value

Age of Equipment: _____

Replacement Cost (if available, attach copy of current catalog page describing equipment):

Comments: _____

Location

Precautions taken to safeguard equipment (was equipment placed in locked cabinet, closet, locked drawer, etc.): _____

Could loss have been prevented? _____

Date and loss discovered: _____

Other details and opinion relative to loss (negligence, student involvement, theft): _____

Signature of Employee
Responsible for Equipment

Date

Signature of Building Principal or
Immediate Supervisor

Date