

**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
PROPERTY LOSS OR STOLEN
INVESTIGATION REPORT**

MISSING PROPERTY:

LOCATION:

DATE/CIRCUMSTANCES OF LOSS:

PERSONS INTERVIEWED IN REFERENCE OF LOSS:

PERSONS NOTIFIED OF LOSS:

DCSS SECURITY REPORT ATTACHED: YES/ NO (IF NO, EXPLAIN WHY NOT)

ACTIONS TAKEN TO PREVENT FUTURE PROPERTY LOSS:

PRINCIPAL/DIRECTOR SIGNATURE:

DATE:

Return the **ORIGINAL** copy to Supply Services.

Retain a **COPY** for your records