Missing Equipment Report	
Campus:	**Teacher:**
Department:	
Item/Description:	
Date discovered missing:	
Room #/Location:	
Brand:	
Model#:	**District Inventory #**
Serial #:	
Estimated Value:	
Describe the circumstances:	
Teacher's signature:	**Date:**
Action taken on campus:	
Principal's signature:	**Date:**
For Administration Use Only:	
Date received by Fine Arts Department:	
Action to be taken:	
Approved by: _____ (Director of Fine Arts)	