THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA ANNUAL INVENTORY REPORT OF LOST PROPERTY

Facility Name: _

Facility Number:

I certify the listed item(s) of property are lost at the time of our annual inventory for fiscal year _____.

Property Record Number	Serial number	Description	Value

NOTE: There are minimum steps that <u>must</u> be taken to resolve missing inventory.

- Review files of transfers, surplus, and borrower responsibility forms.
- Physically check prior unexplored areas at the facility.
- Request support from additional staff and other programs (ESE, IT, Special Programs, Career & Technical, etc.)

If missing item(s) have been recorded on the borrower responsibility form and have been found to include negligence, provide a copy of the borrower form, the amount collected \$_____ and the receipt number _____.

Principal/Administrator Comments: Provide an explanation of the details that were taken to locate the missing property. Attach additional information, if needed.

Administrator signature	Print name	Date	
Inventory clerk	Date	Executive Director of Contract Services	Date

Once your annual inventory is completed, the inventory results will be provided to the Leadership Team.

Original: Property Records Technician Copy: Facility