ATLANTA PUBLIC SCHOOLS
IT ASSETS DEPARTMENT
CERTIFICATION OF LOSS FORM

INSTRUCTIONS

1. **For theft or loss**, form must be submitted to the IT Hardware Asset Management Department at ithardwareassetmgt@atlanta.k12.ga.us

and Ellen Fitzgerald - Crime Analyst for Safety and Security at eafitzgerald@atlanta.k12.ga.us, along with Police Report immediately.

2. Loss will not be recorded without Police Report.

3. ***For total loss damage**, form must be submitted to IT Hardware Asset Management Department at ithardwareassetmgt@atlanta.k12.ga.us, *police report not needed. *Unrepairable damage resulting in a loss to the district*

4. Contact Bernadette Peterson **@ ext. 2481** in the IT Assets Department with any questions.

School/Department _____   Principal/Department Head _____

Date of Offense: _____ Date Reported _____

To whom was offense reported?

(Check One)
- ( ) PRINCIPAL
- ( ) SCHOOL DETECTIVES
- ( ) ATLANTA POLICE DEPT.
- ( ) OTHER

Type of offense reported?

(Check One)
- ( ) BURGLARY
- ( ) ATTEMPTED BURGLARY
- ( ) LARCENY
- ( ) THEFT BY TAKING
  (*Including Mysterious Disappearance*)
- ( ) DESTROYED BY FIRE
- ( ) TOTAL LOSS DAMAGE
- ( ) OTHER (Specify) _____

Who discovered this loss? _____ **Title** _____

Who closed building prior to violation?   *Who first opened building afterwards?*

Name: _____   **Name:** _____

What Measures Were Taken To Safeguard Property Taken?
- ( ) Covered By Alarm System
- ( ) In Locked Room
- ( ) In Vault
- ( ) Other _____

Was Alarm Activated?
( ) Yes   ( ) No

Give Location of The Stolen/Damaged Property
- ( ) Room _____
- ( ) Kitchen
- ( ) Portable
- ( ) Media Center
- ( ) Main Office
- ( ) Other _____

QTY.	DESCRIPTION	MFR.	SERIAL NO.	LAWSON ASSET NO.	APS BAR CODE NO.	UNIT PRICE	TOTAL AMOUNT

Estimated Value of Stolen/Damaged _____ (To be completed by IT Assets Department)

Notes/ Comments: _____

Principal / Department Head's Signature _____   Date _____

ITAM 006 (Rev. November 2020)