

REID STATE TECHNICAL COLLEGE

Evergreen, Alabama

Lost, Stolen, or Damaged Equipment

Department _____

Date _____

Inventory Number	Description	Serial Number	Purchased	Amount

I certify the above equipment is missing from this department. This equipment was taken without my approval. Copy of Police Report is attached.

Date _____

Instructor _____

Approved: _____
President

Approved: _____
Dean of Fiscal Services

Accounting Department

Processed: Date _____ Initials _____