OAK RIDGE SCHOOLS Business Services Department

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Report of School Break-In	<u>ı, Theft, and Da</u>	mage	
School/Site Date of T	heft/Damage:		
The Oak Ridge Police Department MUST BE NOTIFIED in ALL ca Telephone Oak Ridge Police at 425-4399 immediately.	ses of loss of equi		_
Telephone ORS Maintenance Dept. at 425-1810 immediately if the	_	age. d Date Notified:	
This report is to be completed and submitted to the Business discovery of the loss.	Office no later the	an the first schoo	ol day following
Description of Damage/Loss:			
Discovered By: Date and Time:			
List all items taken, include serial numbers for all equipment of John Cruse, Receiving and Inventory. Provide copies of the r			
Description of stolen equipment , furniture, computers, audio visual equip. etc.	Serial Number	Asset #	Est. Cost
	Т	otal Estimated Cos	t
SUBMITTED BY Signature and Date			