



Loss/Damage Report

Please complete one form for each damaged, lost, or stolen item.

Patron: _____

School: _____ Date of Incident: _____

Equipment: _____

Location of Incident: _____

Please check one.

Equipment Lost/Stolen Equipment Damaged Packaging Lost/Damaged

Describe damage to equipment or package.

Briefly explain how equipment, item, or packaging was lost or damaged.

Patron Signature: _____ Date: _____