



Stolen or Recovered Laptop Control Form

Barcode: ___ ___
Date: ___ ___
Model#: ___ ___
Serial#: ___ ___

Stolen Recovered Student Teacher TA

Student/Teacher Name: ___ ___

Report Initiator Name: ___ ___

Campus: ___ ___ Dept: ___ ___

- Police Report Made
- Police Report Faxed
 - Mr. Julio Cavazos, Business Office
Phone: 9730 Fax: 430-9796
 - Mr. Gil Paredes, Fixed Assets
Phone: 425-3489 Fax: 425-3436
 - Mr. James Percy, Technology Ctr
Phone: 427-3085 Fax: 427-3086
 - Campus Crime Stoppers
Phone: Fax:
- Request for Transfer of Equipment Sent to Mr. Gil Paredes. Fixed Assets Documents

- Send Police Report & Laptop Form:
- If Technology Academy,
 - Campus TA Facilitator
Phone: Fax:
 - If CATE,
 - Mr. Gil Tello
Phone: 3715 Fax: 427-3737
- All reports must be sent to:**
- Campus Principal
 - TA Assistant Principal
 - Campus Librarian

Notes:
A report should be documented each time a laptop is stolen or recovered. In addition to the police report, a copy of this form should also go to all offices indicated on this form. After two weeks, send an inventory control form to Gil Paredes taking the stolen laptop off of inventory.

Laptop Replaced

___ ___
New Barcode

