

PACT REPORT OF LOST, BROKEN, STOLEN, OR TRANSFERRED ITEMS

When PACT materials, furniture and/or equipment are lost, broken, stolen or moved to a different location, this form is to be completed and forwarded to your supervisor unless the item is from a lending library, in which case attach this form to the library inventory.

Staff Member Completing This Form: _____ Date: _____ Center/Area: _____

Item	Control # (if applicable)	Where Item is Normally Located (classroom, lending library, kitchen, etc.)	What Happened	Where is Item Now?	Do You Need A Replacement?

Supervisor Instructions: If item has a control number, forward the form to the Office Manager. If no control number, determine what inventory the item (s) were listed on. If they are on an inventory that you are responsible for, attach the form to your current inventory and turn in at end of program year to appropriate coordinator. If items are not on an inventory that you are responsible for, forward the form to the responsible coordinator, i.e. kitchen item, forward to Health Coordinator, etc.

Form contains control # item. Form sent to Office Manager on _____(date).