

COUNTY OF VENTURA
REPORT OF LOSS OR THEFT OF COUNTY PROPERTY

Upon discovery of Loss, regardless of value:

1. IMMEDIATELY contact law enforcement agency.
2. Prepare report below and submit to Department Accounting group.
3. Department Accounting group will process FD document to remove item from Master Inventory in VCFMS and will attach signed form to FD.

Preparer: _____
(Name) (Department) (Tel.)

The following item(s) of County property cannot be located:

Fixed Asset #	Description	Date acquired	Orig. Cost

Date of loss _____ Location _____

Attach legible copy of police report.

What precautions were taken to avoid loss or theft? _____

I declare under penalty of perjury that the foregoing is true and correct, and request approval to remove the fixed asset item(s) described above from the Master Inventory. Executed this _____ day of _____, 20____, at _____, California.

Signature _____ Title _____

Approved _____ **MUST BE APPROVED BY DEPT HEAD**