

Attention!

The *State Property Incident Report* (SBI-78 2/06),
which follows,
is the only form the SBI will accept.

E-mail completed reports to:
statepropertyincidentreports@ncdps.gov

Due to filing requirements, it is preferred the completed *State Property Incident Reports* NOT be forwarded to us by fax or mail.

Please submit all completed reports as a word documents (.doc or .docx) NOT as a PDF file.

If applicable, any attachments
(police reports or additional documentation)
should be faxed to 919-716-3923.

Questions: Call Internal Audit at 919-733-4080

QUICK TIPS		
Leave Blank	On the SBI-78 Leave the following 3 blocks blank:	Department Head/Designee Signature, Date, & Address blocks.
Attachments	Fax to 919-716-3923	Police reports/additional documentation.
DPS assets	Report any loss, damage or misuse	As soon as possible after knowledge of incident.
Canteen shortages	Report any shortage \$100 above tolerance	Page 2 value will be total loss amount (including tolerance amount)
	Note shortage as "Canteen Inventory" and/or "Cash"	Do not list each missing canteen item on page 2.
Incident Description	Give a brief overview of events	Note resolution or outcome.
Law Enforcement contact	Note any notification reported, including Warrants	Fax documentation once received.