

**VIRGINIA LOTTERY
STOLEN TICKET REPORT**

<u>Date of Report</u>	<u>Investigator Taking Report</u>
<u>RETAILER NUMBER, NAME AND ADDRESS (if applicable)</u>	

<u>STOLEN PACK NUMBERS</u>			<u>STOLEN TICKET NUMBERS</u>			
<u>GAME</u>	<u>PACK</u>	<u>FROM</u>	<u>TO</u>	<u># STOLEN</u>	<u>\$ EACH</u>	<u>\$ TOTAL</u>

THEFT DETAILS

<u>LOCATION OF THEFT</u>		<u>DATE OF THEFT</u>
<u>REPORTING PERSON'S NAME</u>	<u>ADDRESS</u>	<u>PHONE</u> (include area code)
<u>DETAILS OF Theft</u> Total Value Stolen: \$		<u>PLACE AN 'X' NEXT TO THE APPROPRIATE OPTIONS</u> <input type="checkbox"/> STOLEN <input type="checkbox"/> LOST/MISSING <input type="checkbox"/> FROM RETAILER <input type="checkbox"/> COURIER/TRANSIT <input type="checkbox"/> FROM LSC <input type="checkbox"/> FROM REGIONAL WAREHOUSE <input type="checkbox"/> FROM CENTRAL WAREHOUSE
THEFT REPORTED TO LOCAL AUTHORITIES: <input type="checkbox"/> YES <input type="checkbox"/> NO (place an 'X' in the appropriate option)		
<u>DATE AND TIME ENTERED ON COMPUTER.</u>		

Rename the completed form, save it to your desktop, then e-mail it to Paul Haymes and send a copy to Faye Braxton. Follow other departmental procedures as required then delete the renamed form from your desktop.