Per the Human Services Bus Ticket Program application and guidelines, if an agency has a loss or theft of bus tickets, in any amount, purchased through the Human Services Bus Ticket Program, they are **required to submit a report to the King County Department of Community and Human Services (DCHS) within 3 business days of discovery**.

**Submit COMPLETED and SIGNED form to hs.busticketprogram@kingcounty.gov**

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| --- | --- |
| **Agency Name** | Click here to enter text. |
| **Program Name** | Click here to enter text. |
| **Name of Individual Submitting Report** | Click here to enter text. |
| **Phone #** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **DETAILS OF LOSS/THEFT OF TICKETS** |
| 1. **Was this a loss or theft of bus tickets**
 | [ ]  LOSS [ ]  THEFT  |
| 1. **Date of loss/theft**
 | Click here to enter a date. |
| * 1. *If the loss/theft was reported more than 3 business days after discovery, please explain why.*
 | Click here to enter text. |
| 1. **Total number of books lost/stolen**
 | Click here to enter text. |
| 1. **Value of tickets lost/stolen(100% of ticket value)**
 | Click here to enter text. |
| 1. **Briefly describe the circumstances involved with this incident and how/why it occurred**.
 |
| 1. **Please describe the steps your agency has taken in response to the loss / theft of tickets, and also steps taken to ensure that this incident does not recur. If a police report was filed, please attach a copy.**.
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| **SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE** |  | **DATE** |