



## **PROPERTY LOSS / DAMAGE / THEFT PROCEDURES**

- 1. Insure that the property loss/damage does not compromise school safety in any way. If so, take corrective steps. Contact the appropriate district office for assistance, as appropriate (i.e. maintenance, technology, etc.).**
  - 2. Take reasonable steps to insure that the items are not misplaced and still on premise.**
  - 3. POLICE REPORT – File a police report for missing/stolen inventory items which can not be accounted for and appear to have been removed from the premises without permission. Likewise, a report should be filed regarding items which are damaged due to vandalism.**
  - 4. INSURANCE CLAIM – Contact the district office to report property damage (weather, etc.) or theft incidents so an insurance claim can be filed (if deductible qualifying).**
  - 5. REPORT OF DAMAGES/PROPERTY LOSS OR THEFT FORM – Complete and submit as soon as possible to Dr. Asbury.**
  - 6. INVENTORY – Note in your inventory what happened to the equipment item that was lost, damaged, or stolen. (include police report, if filed)**
-



**Gadsden City Schools**

**REPORT OF DAMAGES/PROPERTY LOSS OR THEFT**

School: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Person who first discovered damage/loss/theft: \_\_\_\_\_

Discovery Date: \_\_\_\_\_ Discovery Time: \_\_\_\_\_

Location of loss/damage on campus: \_\_\_\_\_

Type of loss: \_\_\_\_\_ Fire \_\_\_\_\_ Lightning \_\_\_\_\_ Theft \_\_\_\_\_ Accident  
\_\_\_\_\_ Vandalism \_\_\_\_\_ Other Specify: \_\_\_\_\_

**Item Listing: (attach additional pages, if needed)**

Item Description / Model	Serial Number	Date of Acquisition	Cost / Value
		<b>Total Loss Estimate...</b>	

Police report filed? NO YES If yes, report number: \_\_\_\_\_

**Persons who have information regarding this loss.**

Name	Phone Number	E-mail Address

Submitted by: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature