



## **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)**
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**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
		Total Loss Estimate...	

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

*Submit completed loss form to Dr. David Asbury*

Signature

*Last Modified: 02-2017*