

**Pequannock Township School District**  
**Missing or Damaged Property Incident Report**

**Part I: To Be Completed by Teacher and/or School Principal.**

**A. Incident Location.**

School Name and Location: \_\_\_\_\_

Name \_\_\_\_\_; Title \_\_\_\_\_;

Assignment \_\_\_\_\_; email address \_\_\_\_\_.

**B. Incident Description.**

Location of Incident: \_\_\_\_\_.

Date of Incident: \_\_\_\_\_.

Property Missing or Damaged: \_\_\_\_\_.

Description of Incident: \_\_\_\_\_

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**C. District Personnel Notified.**

Principal/ Supervisor: Yes No Facilities Director: Yes No Information Technology Yes No

**D. Investigation of Incident by Other Agencies.**

Law Enforcement;  Fire District;  Other: \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part II. Incident Follow-Up** (to be completed by District offices).

**A. Cost of restoration, repair, and/or replacement:**

Materials: \_\_\_\_\_.

Labor: \_\_\_\_\_.

Replaced Equipment: \_\_\_\_\_.

**B. Restoration, repair, and installation work conducted by:**

\_\_\_ Private contractor(s)

\_\_\_ District Maintenance Department

**C. Insurance Claim Filed: \_\_\_ yes; \_\_\_ no.**

Deductible amount: \$\_\_\_\_\_.

Total covered/reimbursement: \$\_\_\_\_\_.

**D. Insurance payment deposited in appropriate account.**

Account #: \_\_\_\_\_.

**Appendix: Procedures in Responding to Damaged or Stolen Property Incidents**

- Contact Building Principal
- Contact law enforcement in the case of break-in or vandalism.
- Contact the Superintendent and the Facilities Director.
- If applicable obtain a copy of the incident report written by law enforcement, fire district, or another agency.
- The Facilities Director/Principal will direct Maintenance Department or Technology Department to assess damaged or stolen property and notify the Business Administrator
- The Business Administrator will notify and coordinate with Risk Management.
- The Maintenance Department or Technology or School Personnel will determine the costs of labor and materials.
- Once costs are assessed and submitted to the Business Administrator, who will submit claims to the insurance company.
- Paid claims will be deposited into appropriate accounts – e.g., facilities, technology.