

St. Mary's County Public Schools
23160 Moakley Street
Leonardtwn, Maryland 20650

Report of Damages/Property Loss or Theft to School Buildings and Grounds

(Prepare 3 copies, sending the original to the Director of Fiscal Services at the Leonardtown Central Office, 1 copy to the Director of Maintenance at the Support Services Office, provide 1 copy to the Sheriff's Office, and maintain 1 copy in your school files.)

School _____ Date of Report _____

Person who supplied information to Principal: _____

Person who first discovered damages/loss/or theft: _____

Nature of Loss/Damages: Include type of loss (e.g. fire, vandalism, theft), property involved (e.g. building, furniture, equipment, supplies, leased personal property), if cash indicate type of loss (field trip, fundraising, vending and the location of cash at the time, i.e. safe, filing cabinet, desk, etc.), probable cause if known, location of damaged property (if moved to another site). Use additional pages if necessary. (Please be as specific as possible, giving descriptions, serial numbers, inventory asset numbers and values of the property loss and/or damage.)

Estimated amount of damage/loss and/or theft: \$ _____
(provide detail, where possible)

If theft involves money, indicate if: Cash _____ and/or Checks _____ and if money was for Field Trips _____, SAF _____, or Other _____

Evidence available regarding:

Suspects, Including fingerprints:

Date and time of crime: _____

Manner of entry to building: _____

Witnesses:

Name	Address	Telephone No.
_____	_____	_____
_____	_____	_____

Police/Fire Department Report Number: _____

Report by telephone:

_____ To _____ By _____ Date _____ Time _____

Director of Fiscal Services _____

Sheriff's Office _____

Maintenance Office _____

Follow-up investigation:

_____ By _____ Date _____ Time _____ Findings _____

Report submitted by: _____

Instructions/Information

1. This initial report must be forwarded to the Director of Fiscal Services, along with the completed MABE Group Insurance Pool Notice of Property Loss form.
2. Budget and Finance Office will forward the necessary information to the MABE Group Insurance Pool, as required.
3. The MABE Insurance Pool will notify our property insurance carrier, who will assign an adjuster, if necessary. In the event of damages to property, please hold onto those items for review by the adjuster, unless otherwise informed by this office.
4. For after-hours reporting for loss emergencies, refer to the Maintenance and Operations Emergency Call-out list that is updated and provided periodically by the Director of Maintenance and call the contact person listed under the appropriate Building Related Call-outs.
5. Along with this form, or immediately thereafter, make sure you include a detailed description/list of the quantities, costs, values and amount of loss/damage/theft claimed, along with serial numbers and inventory asset numbers where applicable. This information also needs to be submitted to the Director of Fiscal Services.
6. To start the process of replacing damaged/lost and/or stolen property, include purchase requisitions with your report of loss for any items that need to be replaced. Note: We should replace with similar property – not more costly upgrades. Omit the account number – that will be entered by the central office. These should also be submitted to the Director of Fiscal Services.

PVR
7/22/09