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: _______________________________________________________

PVR 7/22/09
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