

Newport-Mesa Unified School District

Theft & Vandalism Report

Police Report Number (required): _____ School / Site: _____

City Police Report was filed in: _____

Date Discovered: _____ Date of Occurrence: _____

Discovered by: _____ Title: _____

Location (building name, room number, etc.): _____

Damage to Building / Grounds?: No ____ Yes ____ Work Order # (required if yes): _____

Describe Damage: _____

Comments (What occurred; how was entry made): _____

Quantity	Equipment Missing / Damaged	Original PO# Required

Director / Principal: _____
Name
Signature
Date

Send signed copy to Fiscal Services, Property & Liability and additional copies to each of the following departments, as applicable:

- Information Technology (IT)
- Work Order Desk (FM&O)
- Warehouse (Asset Management)