



MT DIABLO UNIFIED SCHOOL DISTRICT

Legal Department

1936 Carlotta Drive, Room 18, Concord, CA 94519

(925) 682-8000 Ext. 4002

Theft or Vandalism Report

THEFT

VANDALISM

Instructions:

Please notify proper law enforcement agency immediately in all cases of theft and vandalism (Contra Costa Sheriff's Office, Concord Police Dept., Walnut Creek Police Dept., Pleasant Hill Police Dept.)

In the event of damage to buildings or grounds, notify Maintenance and Operations, ext. 3884. Prepare this report for each separate occurrence.

Distribute copies as follows: Copy 1: Legal Department Copy 2: Maintenance/Operations Copy 3: Law Enforcement Agency Copy 4: School File

School or Site:	
Date of Occurrence:	A.M. P.M.
Approximate Time of Occurrence:	
Person Discovering Damage or Theft:	
Reported to Authorities: Law Enforcement Agency	
Contact:	
Witnesses (all parties concerned):	
Explanation of What Occurred:	
Description of Damage to Property and Exact Location:	

Loss in Money and Equipment Stolen or Destroyed:

Description	Original Purchase Date	Estimated Cost	Budget

Purchase Requisition for Replacement: PR
 Work Order Forwarded to Maintenance/ Operations:

Name of Person Reporting _____ **Date:** _____
Site Administrator Signature _____