



VISALIA UNIFIED SCHOOL DISTRICT
SCHOOL THEFT/VANDALISM REPORT

Report Date: _____ Reported By: _____

Site: _____ Building/Room #: _____

Date of Theft/Vandalism: _____ Time of Theft/Vandalism: _____ AM/PM

Police Report #: _____ (Provide copy of Police Report as soon as available)

Please describe the incident in detail:

VUSD Property/Items Damaged:

Description	Estimated Loss
_____	_____
_____	_____
_____	_____
_____	_____

VUSD Items Stolen (attach list if more lines are needed):

Make/Model No.	Description	Estimated Loss
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Please submit this form along with a copy of the police report (if available) to start the claim process. It is imperative that we open a claim as soon as possible. Please cc Angel Garcia agarcia16@vusd.org on all SRTS requests for repairs so these costs can be added to the claim. All claims are subject to a \$1,000.00 deductible, which will be the responsibility of the site. Purchasing will solicit quotes and submit requisitions for replacing the items listed above. Please approve requisitions for theft/vandalism replacement as soon as they appear in your box. Should you have any questions please feel free to contact Angel Garcia agarcia16@vusd.org or Steve Pena spena01@vusd.org