

# CALCASIEU PARISH SCHOOL BOARD

## Property Incident Report Form

School/Dept: \_\_\_\_\_ Loc Code: \_\_\_\_\_ Date: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Was this a C.P.S.B. location?      Yes      No

Address or location: \_\_\_\_\_

Which branch of law enforcement was notified: \_\_\_\_\_

Report filed?      Yes      No      Report/Case # \_\_\_\_\_

Type of incident, check all that apply:

Burglary    Arson    Vandalism    Larceny    Accident    Carelessness

Detailed accounting of incident (who, what, where, when, how)

### Material and Equipment Stolen, Destroyed or Damaged (use additional sheet if needed)

| Asset Tag | Serial # | Make/Model | Purchase Price | Stole | Damaged | Destroyed |
|-----------|----------|------------|----------------|-------|---------|-----------|
| _____     | _____    | _____      | _____          |       |         |           |
| _____     | _____    | _____      | _____          |       |         |           |
| _____     | _____    | _____      | _____          |       |         |           |
| _____     | _____    | _____      | _____          |       |         |           |
| _____     | _____    | _____      | _____          |       |         |           |

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Principal/Department Head Signature

Submit copy of this form with police report to Risk Management/Fixed Assets