



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

# LOSS REPORT

Vandalism, Break-in,  
Property Damage  
and Theft

Date of Report: \_\_\_\_\_ Date and Time of Occurrence: \_\_\_\_\_

School: \_\_\_\_\_ Room Number: \_\_\_\_\_

Reported By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<b>EVEN-</b>	<p>VANDALISM _____ THEFT _____ BURGLARY _____          ACCIDENT _____ FIRE _____ OTHER _____</p> <p>Please explain how building was entered: _____          _____          _____</p> <p><b>NOTE:</b> Take pictures of all areas affected by incident and send copies with report.</p>
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<b>POLICE</b>	<p>Were police notified? No ___ Yes ___ Date: _____          Police Report Number: _____</p>
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<b>DISTRICT PROPERTY</b>	<p>What was broken or damaged?: _____          _____</p> <p>Estimated value of damage: _____          _____</p> <p>What was stolen or missing?: _____          _____</p> <p style="text-align: right;"><b>See Note Below</b>          Dollar estimate of loss: \$ _____</p>
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<b>OTHER PROPERTY</b>	<p>What was broken or damaged?: _____          _____</p> <p>What was stolen or missing?: _____          _____</p> <p>(List make, model and serial number if known) If replacement of personal property by District is desired, a claim form must be filed with Risk Management.</p>
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Was maintenance repair requested? Yes: \_\_\_ No: \_\_\_ Work Order # \_\_\_\_\_

Will purchase requisition be issued to order replacement item? Yes: \_\_\_ No: \_\_\_

Signature of Principal or Department Head: \_\_\_\_\_

**NOTE: A BUY OUT REQUISITION MUST BE ATTACHED TO THE LOSS REPORT FOR ANY DISTRICT EQUIPMENT THAT IS TO BE REPLACED**