



Snohomish School District
1601 Avenue D
Snohomish, WA 98290

6801F5

Property Loss Report

Instructions: Please sure to repost property loss or damage resulting from: vandalism, theft, facility systems failure, fire, water or weather-related loss. Submit the report **within 24 hours** to the Business Services Office, Attn: Risk Management. Attach photos, repair estimates, police reports, and other pertinent documents.

Loss Information			
Date of Loss	Time of loss	AM PM	Building / Department (Loss Location)
Contact Person		Contact Number & Email	
Owner of Property SSD Other: _____		Date Discovered	Discovered By
Nature of Report Stolen Damaged Lost Facility Systems Failure		If stolen or Damaged, how? Theft Break-in Vandalism Weather Other: _____	
Reported to Police? Yes No	Case #:	Officer in Charge of Investigation	
Property Description (if necessary, attach detailed list of property & values)			
Asset Tag #	Detailed Description, Including Serial #		Estimated Value
Total Value of Loss			
List Witnesses and Contact information, if any			
Describe the circumstances surrounding the loss (e.g. how, where, suspects, etc.)			
Describe corrective measures or recommendations			
Reported by Signature & Date signed		Signature of Administrator & Date Signed	
Business Office Use			
Claim filed? Yes No	Claim #:	Claims Adjustor:	
Work Order #:	Reported to SAO (theft, loss, fraud) Yes No Date: _____		Reported to Inventory Control? Yes No
Repaired? Yes No	Replaced? Yes No	Other: _____	