

Lakewood School District #306

Instructions for Completing the District's Property Loss Report

Before completing the Property Loss Report (below), please save the blank form on your computer. Once the form has been saved, provide the necessary information, print the report and give it to your supervisor for approval and submittal.

If you have any questions regarding the completion of this form, contact James Peckham, Executive Director of Finance, 360-654-2033, extension 1103.



LAKWOOD
SCHOOL DISTRICT

Property Loss Report

17110-16th Drive NE; Marysville, WA 98271

Name of staff reporting incident:

School/Department:

Phone:

Email:

Date of Loss or When Loss Was Discovered:

Type of Loss:

Theft

Vandalism

Water Damage

Wind

Fire

Other (specify)

Describe circumstances of loss, where it occurred, how it was discovered, **and future corrective measures to be taken**
(Use second page for additional comments):

Was there an investigation?

Yes

No

Who is in charge of this investigation?

This incident was reported to:

Building Administrator

Superintendent

Technology Director

Police/Fire Department

Case Number:

Property Loss—Describe fully as shown below

| Asset Tag | Item Description | Serial No. | Cost | Owner |
|-----------|------------------|------------|------|-------|
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| | | | | |
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10/24/2023

ADDITIONAL COMMENTS:

1. The Principal shall report all property loss/damage by telephone to the appropriate person for each incident as quickly as possible following the incident and submit this report within 30 days of incident.
2. All incidents for burglary *and vandalism* must be reported to the proper authority and case number assigned
3. All related information should be completed with great care and accuracy. **Equipment items should be indicated as shown in your most recent location listing including identification tag number, serial number, etc.**
4. The report **must be signed by the building Principal only** , the signature authority may not be delegated
5. The building Principal should attach a letter to the report furnishing any additional information such as unusual circumstances, names, etc., which might facilitate recovery of damages or minimize the degree of future recurrence of similar incidents of losses.
6. DO NOT USE THIS FORM TO REPORT EQUIPMENT LOSSES DISCOVERED BY THE ANNUAL INVENTORY

Signature

Date

Supervisor

Date

DISTRICT OFFICE USE ONLY

Date Received: _____

Action Taken: _____

State Auditor's Office

Filed for Information Only

Not Forwarded for Insurance Coverage (Building or Department Budget Item)

Not Forwarded for Insurance Coverage (District Budget item)

Forwarded to Insurance Company

Other Remarks: _____

Return original report and any other supporting documentation to James Peckham at jpeckham@lwsd.wednet.edu or call at 360-654-2033.