WACO INDEPENDENT SCHOOL DISTRICT

Route this form to:
Risk Management Office
Email: sherry.smith@wacoisd.org
Phone: (254) 755-9452, ext. 2155
Fax: (254) 755-9615

Property Loss Report

CLAIM MUST BE REPORTED TO RISK MANAGEMENT AND FACILITIES MANAGEMENT (AS NECESSARY) WITHIN 24 HOURS

1. Immediately take steps to protect property from further damage and secure damaged areas. Retain damaged property for inspection, take photographs to document loss, compile list of witnesses.
2. Complete Property Loss Report and submit to the Risk Management Office within 24 hours of loss or identification of loss.
3. All required documentation must be submitted to the Risk Management Office within 180 days of occurrence.
4. If the incident involves theft or vandalism, a police report must be filed and a copy of the report must be attached.
5. A copy of the Property Loss Report and police report, if applicable, should be attached to the Inventory Transfer or Removal Record (ITRR).

The District is not responsible for the loss, theft, disappearance, damage, or destruction of an employee's or student's personal property.

Incident/Loss Information

Date of Report:	Date of Incident / Loss:	Time of Incident / Loss: ☐ AM ☐ PM	
Reported By:	Campus / Department:	Telephone:	Email:

Location of Loss

Location Name:	Building or Department:	Room Number(s) / Area(s):
Address (Street, City State, ZIP):		

Description of Loss

Cause of Damage:
☐ Water Damage ☐ Fire ☐ Wind ☐ Theft ☐ Vandalism ☐ Other:_____

Estimated Loss:
$

Description of Incident/Loss:

Description of Property:	Property No.:	Serial Number:	Value: $	Is the property repairable? ☐ Yes ☐ No ☐ Unknown
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Was loss caused by student, vendor, or other external person? ☐ Yes ☐ No If so, provide name and contact information.

Was Police Report Filed? ☐ Yes ☐ No	Case Number:	Officer's Name:	Agency Reported To (Include Address & Telephone):

INSURANCE POLICY REPORTING REQUIREMENT: Claims exceeding $100,000 require inspection by insurer representative. If the estimated damage is expected to exceed $100,000, notify Risk Management Office, immediately. Damaged property should be retained for inspection by the claim adjuster and until the claim payment has been authorized by the insurer. The Risk Management Office will coordinate property claim submissions.

Campus/Department Contact:	Telephone Number:	Email: