



# ONTARIO-MONTCLAIR SCHOOL DISTRICT

## Instructions for Filing a Lost, Stolen or Damaged District Owned Property Report

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- Notify All losses to Risk Management right away regardless of the cost to repair or replace.
- In the event of theft or property damage resulting from forced entry and/or burglary, the appropriate law enforcement agency needs to be notified and documented.
- Complete the Lost, Stolen or Damaged District Owned Property Report and submit to Risk Management, this should include inventory of all damages.
- Proceed with replacements/repairs once approval is received from Risk Management.

### For Lost/Stolen Property:

- Complete the Lost, Stolen or Damaged District Owned Property Report and submit Police Report#.
- School site/Department will complete a requisition for the replacement item and submit a copy of the requisition and new purchase order.
- In Financial 2000, under Description, type in "*replacement of missing, stolen or damaged item & date of occurrence*" when completing the requisition.
- If item is \$300 or less, the item should be replaced by the school site/department's budget. If the item is over \$300, the item should be replaced by Risk Management minus \$300 of total balance.
- Once Risk Management receives the Lost, Stolen or Damaged District Owned Property Report along with police report, Risk Management will provide approval and account line to use for replacement of items.
- A copy of the requisition and purchase order must be submitted to Risk Management.

### For Damaged Property:

- Complete the Lost, Stolen or Damaged District Owned Property Report and submit Police Report#.
- Take pictures of property loss from different angles.
- Obtain estimates for repairs.
- Please note that no repairs should be started or completed until a purchase order is generated and approval to proceed is given.
- Once Risk Management receives the Lost, Stolen, or Damaged District Owned Property Report, Police Report, and copy of estimate, Risk Management will provide approval and account line to use for replacement of items.
- The school site/department site will be responsible for creating the requisition.
- In Financial 2000, under Description, type in "*replacement of missing, stolen or damaged item & date of occurrence*" when completing the requisition.
- A copy of the requisition and purchase order must be submitted to Risk Management.

If you have any questions, please contact Risk Management.



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## Lost, Stolen or Damaged District Owned Property Report

Site: \_\_\_\_\_ Building/Rm#: \_\_\_\_\_ Loss Discovered by: \_\_\_\_\_

Date of Loss: \_\_\_\_\_ Date Reported: \_\_\_\_\_ If not Reported to Police, Reason: \_\_\_\_\_

Date Reported to Police: \_\_\_\_\_ Police Department: \_\_\_\_\_

Responding Officer's Name: \_\_\_\_\_ Badge# \_\_\_\_\_ Report# \_\_\_\_\_

School Site/Department Site Budget Line: \_\_\_\_\_

### EQUIPMENT (if leased, insert asterisk after description and enter name of lessor in remarks)

Item Description (make/model#) (use separate sheet of paper if more than five)	Asset Inventory (Tag#)	Mfg. Serial#	Value (\$)	Status*

\* STATUS CODE: D= Damaged, S=Stolen, L=Lost, V=Vandalism

Steps taken to recover/remarks:

### BUILDING OR PROPERTY DAMAGE/LOSS (Please submit photos of damages along with this form)

Describe type of entry (forced, key, etc.):

Cause of Damage or Loss (Fire, Wind, Vandalism, Rain, Theft, Etc.):

Full Description of Damage or Loss:

Signature of Site Administrator \_\_\_\_\_

Date: \_\_\_\_\_

Risk Management Signature \_\_\_\_\_

Date: \_\_\_\_\_

Claim# \_\_\_\_\_