



ONTARIO-MONTCLAIR SCHOOL DISTRICT

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# _____