

(School District)

PROPERTY DAMAGE/THEFT/VANDALISM REPORT FORM

School: _____ Theft: _____ Vandalism: _____ Date of Occurrence: _____

Location: _____ Approximate Time: _____

Police Report: _____ Yes _____ No Discovered by: _____ Time Discovered: _____

Description of Occurrence: _____

Description of Damage/Loss: _____

ITEM	MODEL #	SERIAL #	SCHOOL I.D.	REPLACEMENT COST

Description of Building: _____

Administrative Action: _____

Signature: _____

Superintendent: _____

Bldg. Administrator: _____

Director of Finance: _____