

REPORT # _____

THEFT

VANDALISM



FUSD

REPORT OF VANDALISM OR THEFT

1. School Reporting _____ 2. Date: _____ Time: _____
3. Person Discovering Damage or Theft _____ 4. Date of Occurrence: _____
5. Person Reporting Damage or Theft _____ 6. Approximate Time: _____
7. Reported to _____ Enforcement Agency 8. Name of Officer: _____
9. Witnesses (all parties concerned) _____
10. Explanation of what occurred _____

11. Monetary or property loss stolen or destroyed

DESCRIPTION OF EQUIPMENT	ESTIMATED VALUE	FUND (DISTRICT, STUDENT BODY, ETC.)	AMOUNT

BUSINESS OFFICE ONLY- COST OF LABOR & MATERIALS

COPY TO: SCHOOL MAINT. POLICE

ADMINISTRATOR'S / PRINCIPAL'S SIGNATURE

RESTITUTION: YES NO

INSURANCE COVERAGE: YES NO

JOB ORDER NO: _____

PURCHASE ORDER NO: _____

DATE SENT TO RISK MGMT _____

DESCRIPTION	AMOUNT

