



FULLERTON
SCHOOL
DISTRICT

Great Schools
Successful Kids

Fullerton School District Property Damage, Theft and Vandalism Notification of Loss

Police Report Number (required): _____ School / Site: _____

City Police Report was filed in: _____

Date Discovered: _____ Time Discovered: _____ AM _____ PM _____ Date of Occurrence: _____

Discovered by: _____ Title: _____

Location (building name, room number, etc.): _____

Is there video or pictures? _____ Yes _____ No

Brief Description of Loss: _____

District Item	Serial #	Fixed Asset ID#	Purchase Order #

Other Property Not District Owned

Item	Property Owner	Replacement Value	Personal Use Agreement On File

What occurred and how was entry made? _____

Additional Details: _____

Facility repairs require? _____ Yes _____ No Work Order Submitted: _____ Date: _____

Director / Principal: _____ Date: _____

Risk Management Review _____ ASCIP: _____

Estimated Loss: \$ _____ ASCIP Submittal: _____

Distribute Copies:

- Risk Management – Original
- Site – Copy
- Purchasing – Copy
- Maintenance & Operations - Copy
- Innovation & Instructional Support - Copy