

# Vandalism/Theft/Break-in/Fire Report

Vandalism ☐

Theft ☐

Break-in ☐

Fire ☐

School Site: \_\_\_\_\_

School District: \_\_\_\_\_

## OCCURRENCE SPECIFICS

Date and Time Discovered: \_\_\_\_\_ Probable Date/Time of Occurrence: \_\_\_\_\_

What area/room was affected?	Describe the Damages	List Items Missing

	Fire	Police
Date and Time Reported to Authorities:	_____	_____
Name of Investigating Officer	_____	_____
Contact Information	_____	_____

## FOR BUSINESS USE ONLY

Maintenance Department Totals	
Labor Hours	Hourly Rate

Purchasing Department Totals			
Quantity	Item	PO Number	Cost

Total Maintenance \_\_\_\_\_

Total Materials \_\_\_\_\_

TOTAL Cost of Damage: \_\_\_\_\_

## REIMBURSEMENT SPECIFICS

Send Reimbursement for Damages to:

☐ School Name \_\_\_\_\_ Account Number \_\_\_\_\_  
 Address \_\_\_\_\_ Contact \_\_\_\_\_  
 City, St. Zip \_\_\_\_\_ Phone \_\_\_\_\_

☐ Insurance Company \_\_\_\_\_ Contact \_\_\_\_\_  
 Claim File Date \_\_\_\_\_ Settlement Date \_\_\_\_\_ Settlement Amount \_\_\_\_\_  
 Phone \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_