



# 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		Purchasing Department Totals			
Labor Hours	Hourly Rate	Quantity	Item	PO Number	Cost

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

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

## REIMBURSEMENT SPECIFICS

Send Reimbursement for Damages to:

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

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

Insurance Company \_\_\_\_\_ Contact \_\_\_\_\_

Claim File Date \_\_\_\_\_ Settlement Date \_\_\_\_\_ Settlement Amount \_\_\_\_\_  
 Phone \_\_\_\_\_

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