

Instructions for Filing a Property Loss Claim

- Complete the California Schools Risk Management Loss or Damage Report Form and submit to Risk Management.
- Report all losses to Risk Management right away regardless of the cost to re[pair or replace
- Risk Management will notify the claims administrator (Carl Warren Adjusters) of the incident
- In the event of theft or property damage resulting from forced entry and/or burglary, the appropriate law enforcement agency needs to be notified.
- A complete inventory of all damages must be submitted to Risk Management by the Department.

For lost/stolen property:

- Submit a copy of the police report if there is one
- Submit a copy of the original Purchase Order for the item if available
- Complete a requisition for the replacement item and submit a copy of the requisition and new purchase order
- Once Risk Management receives the reimbursement check minus the deductible, the department's budget number will be provided to accounts receivable for credit to the account

For damaged property:

- Take pictures for property loss from different angles
- Submit a copy of the police report if there is one
- Document the hours worked by staff and the tasks being done for repairs since we may be able to get reimbursement from the carrier
- Obtain estimates for repairs
- Once the estimates are received, and the department decides on a vendor to use, the department will be responsible for creating a requisition and going through the usual purchasing channels.
- A copy of the requisition and Purchase order must be submitted to Risk Management
- Please note that no repairs should be started or completed until a Purchase Order is generated
- Once Risk Management receives the reimbursement check minus the deductible, the department's budget number will be provided to accounts receivable for credit to the account