

**CALIFORNIA SCHOOLS RISK MANAGEMENT  
LOSS OR DAMAGE REPORT**

District Owned or Leased Property  
Lost, Stolen, or Damaged by Fire, Illegal Entry, Etc.  
(Instructions for Completing This Report On Reverse)

Status Code

D – Damaged  
S – Stolen  
L – Lost

**I. EQUIPMENT (If leased, insert asterisk after description & enter lessor's identity in remarks)**

Item Description (Include Make & Model)		Asset Inventory	Mfg. Serial No.	Approximate Value	Status
Date of Loss	School/College District	Loss Discovered By	Date Reported to Police	Police Report #	Badge #
	Campus	Building	Room No.		

Steps Taken to Recover/Remarks:

**II. BUILDING OR PROPERTY DAMAGE/LOSS:**

Date of Break-In or Damage	Time	Discovered By	Campus	Building No.	Room No.

Type of Entry (Forced, Key, etc.) – Describe

Cause of Damage or Loss (Fire, Wind, Vandalism, Rain, Theft, Etc.)

Full Description of Damage

Reported By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_