

SECTION 7.03 – PROPERTY REPORTS

Contact: Risk & Compliance Services @ x4153

A. Overview

A [Property Report](#) is used to report damage, loss or theft of property. This report is also used to report minor vehicle accidents (damage less than \$500). This report should be filled out fully in ink **by district personnel only** and forwarded to Risk & Compliance Services within 24 hours of the incident. Remember to report all district property theft and vandalism claims to law enforcement. If injuries are involved, the appropriate report ([Injury Report](#) ~ Student/Volunteer/Citizen or Employee Accident Report) must also be prepared for each injured person and a copy attached.

- Paper forms are available in the office of each principal or building manager.