

SECTION 7.03 – PROPERTY REPORTS

Contact: Business Services @ Extension 4150

A. **Overview**

A [Property Report](#) is used to report damage, loss or theft of property. This report is also used to report minor (damage less than \$500) vehicle accidents. This report should be filled out fully in ink **by district personnel only** and forwarded to business 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.

- Forms are available in the office of each principal or building manager and at business services.