

## **Lakewood School District #306**

### **Instructions for Completing the District's Property Loss Report**

Before completing the Property Loss Report (below), please save the blank form on your computer. Once the form has been saved, provide the necessary information, print the report and give it to your supervisor for approval and submittal.

If you have any questions regarding the completion of this form, contact David Cram, Director of Finance, 360-652-4501, extension 1008.



# Lakewood School District #306

School District Property Loss Report  
17110-16<sup>th</sup> Drive NE; Marysville, WA 98271

Name of staff reporting incident:

School/Department:

Phone:

Email:

Date of Loss or When Loss Was Discovered:

Type of Loss:      Theft                      Vandalism                      Water Damage                      Wind

                                 Fire                      Other (specify)

Describe circumstances of loss, where it occurred, how it was discovered, **and future corrective measures to be taken**  
(Use second page for additional comments):

Was there an investigation?      Yes      No      Who is in charge of this investigation?

This incident was reported to:      Building Administrator      Superintendent      Technology Director

                                 Police/Fire Department                      Case Number:

Property Loss—Describe fully as shown below

Asset Tag	Item Description	Serial No.	Cost	Owner

**ADDITIONAL COMMENTS:**

1. The Principal shall report all property loss/damage by telephone to the appropriate person for each incident as quickly as possible following the incident and submit this report within 30 days of incident.
2. All incidents for burglary *and vandalism* must be reported to the proper authority and case number assigned
3. All related information should be completed with great care and accuracy. **Equipment items should be indicated as shown in your most recent location listing including identification tag number, serial number, etc.**
4. The report **must be signed by the building Principal only** , the signature authority may not be delegated
5. The building Principal should attach a letter to the report furnishing any additional information such as unusual circumstances, names, etc., which might facilitate recovery of damages or minimize the degree of future recurrence of similar incidents of losses.
6. DO NOT USE THIS FORM TO REPORT EQUIPMENT LOSSES DISCOVERED BY THE ANNUAL INVENTORY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

DISTRICT OFFICE USE ONLY

Date Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_

State Auditor's Office

Filed for Information Only

Not Forwarded for Insurance Coverage (Building or Department Budget Item)

Not Forwarded for Insurance Coverage (District Budget item)

Forwarded to Insurance Company

Other Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return original report and any other supporting documentation to David Cram at [dcram@lwsd.wednet.edu](mailto:dcram@lwsd.wednet.edu) or call at 360-654-2073.