



Poudre School District

RISK MANAGEMENT

Property Damage & Loss Report

Complete and submit to Risk Management within 30 days of discovering the loss.

General Information

School or Site Name:

Contact Name:

Phone:

Incident Information

Date of Incident:

Time:

a.m.

p.m.

Specific Location at School or Site:

Description of Incident:

Work Order Number:

*Contact Customer Service Center at 490-3333 for assistance.

Were Emergency Services Contacted?

Yes

No

If Yes, Who Was Called (CSO, SRO, police, fire, other):

Case Number, If Applicable:

Property Damage & Loss Report

Description of Property

Attach additional sheets if multiple items were damaged in this incident. Documentation (i.e. purchase orders, receipts, invoices, etc.) showing item was district property must be submitted with this report.

Detailed Description of Property:

Make & Model Number:

Purchase Date:

Purchase Cost:

Person Immediately Responsible for the Property:

Risk Management will determine coverage of a property loss using the standards of the property insurance policy. If the loss is covered by the District's property policy, Risk Management will accept the claim and move forward with claim processing.

I certify that I have spoken to my Site Administrator regarding this loss and informed them that I am submitting this report to Risk Management.

Signature

Date