



School/ Site Theft And Property Damage Report (616 Form)

INSTRUCTIONS: This form is to assist you in reporting incidents of theft or damage that may occur at your school/site. It is important to document all incidents as soon as they happen. Please follow the instructions listed below and fill this form out completely and send to Risk Management **WITHIN 72 HOURS**.

Date _____ School/Site _____ Date of Occurrence _____
 Discovered By: _____ Date Discovered _____

DAMAGE (Check one)

- Criminal Damage
- Fire/Wind/ Rain

THEFT

- TUSD Property Stolen
- Forced Entry / Burglary
- No Sign of Forced Entry

OTHER _____

If the theft/damage occurred through forced entry or by a third party and you are claiming restitution, all of the following documents must be completed and sent to Risk Management to proceed with the claim.

- School Safety Incident Report
- Completed Theft and Damage Report (Form 616)
- Police Report
- Completed Requisition (without budget code)

Has TUSD Security been notified: _____ When? _____ TUSD Case Number? _____

Have Police been notified? _____ When? _____ Police case # _____

LIST DAMAGES / STOLEN ITEMS HERE – USE ADDITIONAL PAPER IF NEEDED

If Custodian or Engineer did cleanup in-house, please fill out the Custodian Work Order Form located on Risk Management Intranet Site/Forms.
TELL WHAT HAPPENED IN YOUR OWN WORDS HERE: (Use additional sheet of paper if more space is needed)

Please Print Site Administrators Name Here

Signature of Site Administrator

Fax Form To Risk Management at 225-4869