



Chandler Unified School District #80 PROPERTY DAMAGE OR LOSS REPORT

This Report involves: School Building School Owned Property Property Owned by Others, Under Control of District

SCHOOL OR SITE	School or Site		
	Contact Person	Phone Number	Extension
POLICE REPORT	Police Report Number	City	Officer Name
	Date of Occurrence	Time of Occurrence	Officer Badge Number
FACTS	Explanation of property damage or loss (please circle damage or loss)		
RESPONSIBLE PARTY	Who was Notified	Name	Phone number
	Description of Property involved		Estimated Amount of Loss
PRINCIPAL/ ADMINISTRATOR	Name	Signature	Date

<i>THIS SECTION TO BE FILLED OUT BY PROPERTY CONTROL MANAGER</i>						
EQUIPMENT DESCRIPTION						
	Description	Property Control #	Serial #	PO#	Cost	Date Purchased
1						
2						
3						
4						
5						

Report Received by: _____ **Date:** _____

COMMENTS: _____

