

# Property Damage or Stolen Report

Updated 9-1-06

1. An item is damaged or stolen. Property is damaged.
2. Determine extent of damage/stolen item.
3. Call Crime Stop and obtain Police Report #, 602-262-6151. You would not call Crime Stop if Mother Nature stepped in.
4. Fill out a Property Damage or Stolen Report **IN DETAIL**. Record the Police Report # on the Form. Report form can be obtained from the district webpage, departments, business services, forms and manuals.
  - a. IN DETAIL means: Make and mode of item (i.e., computer) serial # if known, PO it is purchased on. The more specific you are the quicker the items can be replaced.
5. If in need of immediate attention, call Facilities & Construction 602-493-6205, i.e. graffiti, broken windows, roof missing from storm, etc.
6. Fax/send the Property Damage/Stolen Report to the Business Services Department 602-867-5252.
7. Business Services reviews the Report and forwards to the pertinent departments (Property Control; Facilities & Construction; and Purchasing) to obtain documentation necessary on the purchase and/or quotes on replacements Be advised that each site's budget will be charged/responsible up to \$1,000 per loss. Damage/stolen equipment great than \$1,000 (the difference between the greater amount and \$1,000) will be covered by insurance. If computer/laptops are stolen/damaged, be sure that the istr at the school site receives a copy of the damage report. The istr will coordinate with the technology department to get a replacement for the teacher. When the new computer is then sent to the technology department.
8. Business Services will process losses that are over \$1,000.00 replacement items per the Facilities & Construction or Purchasing Departments.
9. Facilities & Construction or Schools/Departments will coordinate the action necessary to complete the replacement items.
10. Purchase Order is signed off by the respective schools/departments saying the job is complete, or item is received.
11. Payment is made by Finance.
12. Call the Business Services Office with any questions, 602-867-5135.