WENATCHEE SCHOOL DISTRICT
PROPERTY LOSS REPORT

School: _____ **Date:** _____

Address: _____

Date Loss was Discovered: _____ **Known or Estimated Date of Loss:** _____

Cause of Loss: ☐ **Fire/Windstorm** ☐ **Theft** ☐ **Mysterious Disappearance**

☐ **Other:** _____

Describe Circumstances of Loss and Future Corrective Measures To Be Taken:

Property Loss – Describe Fully as Shown Below

ID Tag Number	*Item Description*	*Serial Number*	*Cost*	*Owner/Issued to*

My Signature verifies that I have no knowledge of the Current location of any inventoried item reported missing, and that I had no direct involvement in its disappearance.

Reported by: _____ _____
Print Name **Signature of Reporting Person**

Principal/Director: _____ _____
Print Name **Signature of Reporting Person**

INSTRUCTIONS

1. **The Principal/Director or person reporting property loss shall immediately notify Wenatchee Police Department** (or appropriate law enforcement agency if loss/theft occurs outside the area) filing an official report of property loss immediately following the discovery of any loss. **Obtain a copy of the written Police Report to attach to this form.**
2. Person reporting property loss shall complete and sign this form. All related information must be completed with great care and accuracy. **Equipment items must be indicated as shown in your most recent inventory listing** including identification tag number, manufacture's serial number, etc.
3. **This finished report must be signed by the building Principal/Director**; signature authority may not be delegated.
4. The Principal/Director or person reporting property loss shall **send a copy of this completed form with the official police report to** the appropriate WSD director(s)/department(s):
   - ***Loss/damage technology related equipment:*** Director of Operational and/or Instructional Technology.
   - ***Facility damage:*** Director of Maintenance & Operations
   - ***District vehicle damage:*** Director of Transportation
   - ***Informational copy sent to Director of Risk Management***

Police report made with Officer: _____ **Case Number:** _____