

PROPERTY LOSS NOTICE
CADDO PARISH SCHOOL BOARD

NAME OF SCHOOL / DEPT: _____

ADDRESS: _____

DATE OF LOSS: _____ TIME: _____ ☐ AM ☐ PM

TYPE OF LOSS (Fire, Theft, Vandalism, Etc.): _____

DESCRIPTION OF DAMAGE OR LOSS:

LIST DAMAGED OR STOLEN ITEMS:

QUANTITY	DESCRIPTION (ITEM, BRAND, SERIAL NUMBER, ETC.)	COST	DAMAGED OR STOLEN

POLICE REPORT MADE: ☐ YES ☐ NO IF YES, POLICE DEPARTMENT _____

DATE REPORTED TO POLICE _____ REPORT # _____

COMMENTS:

SIGNATURE _____ DATE _____
PRINCIPAL OR SUPERVISOR