



# Report of Property Loss or Damage

Print Form

Risk Management  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P (907) 746-9213 || F (907) 761-4091

**Special Instructions:** When Property Loss or Damage occurs, call the local Police or Fire Department, if necessary. Contact Risk Management and send this completed form to their office. Call Operations and Maintenance if the situation requires immediate attention. If a Facilities Permit is used, please contact the Facility Use Department.

Site Name  Report Date

Type of Incident (choose all that apply):  Vandalism  Burglary  Fire  Theft  Illegal Entry  Other

Damage / Loss Estimate

### Incident Information:

1. First Reported by: (Include Name and Position)  Date  Time   AM  PM

2. Reported To (choose all that apply):  
 State Police:  Palmer  Wasilla  Other    AM  PM  
 Fire Department    AM  PM  
 Risk Management    AM  PM  
 Operations and Maintenance    AM  PM

3. Other Action(s) Taken:

4. List Damage / Loss Incurred:

5. Describe the Incident:

6. Activity(ies) in Progress During the Incident:

7. Witness(es) if any:

8. Apprehension Results: Complete this portion at the time of the incident, if possible, or, when the information becomes available, prepare a report of apprehension and reference the report date above.

Was the suspect(s) apprehended?  Yes  No

Status of Case:

9. Responsible for Cost (choose one):  
 Charge the School/Site Budget: Requisition #  Work Order #

Charge the Responsible Party

Name & Address:

Principal/Supervisor Signature

Date