BILLINGS PUBLIC SCHOOLS PROPERTY DAMAGE OR LOSS REPORT

Facility Dept. W.O. # _____

| School | | _ Phone # | | | Report Date | _ Report Date | |
|--|------------------|------------------------------|---------------------------|-------------------|-------------|---------------|--|
| Report by | | _ Time/Date of Damage/Loss _ | | | SS | | |
| Type of Damage: Vandalism | | _Theft | | Other | | | |
| Description of I | Damage or Loss: | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Specific Locatio | on: | | | | | | |
| | | | Date/Time | | | | |
| | PRO | PERTY ST | OLEN | OR DAMAGE | ED | | |
| Quantity | Item Description | Brand | I | Model | Serial # | Value | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Vendor Quotes | | | Faci | cilities Labor \$ | | | |
| | | | Travel | | \$ | | |
| | | | Materials | | \$ | | |
| | | | Misc. Expense TOTAL COST: | | \$ | | |
| | | | 101 | AL COST. | _ 7 | | |
| Police Report # Dated | | | | | | | |
| Possible Suspects: | | | | | | | |
| Administrator/Contact Person's Signature | | | | | | | |