

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

REIMBURSEMENT REQUEST FOR
THEFT/VANDALISM OF DISTRICT PROPERTY OR MONIES

- INSTRUCTIONS: 1. REPORT ALL THEFT OF DISTRICT PROPERTY OR MONIES BY CALLING THE RISK MANAGEMENT DEPARTMENT, EC**
2. REPORT THEFT TO THE POLICE DEPARTMENT
3. COMPLETE FORM AND SEND TO RISK MANAGEMENT

SITE: _____ DATE OF LOSS: _____

1. List equipment that was taken; brand name, model number, District I.D. number and the value of each item that was stolen (personal property of staff, students or visitors, will not be replaced):

Attach copies of the Purchase Requisition for items that do not have District I.D. numbers.

2. Room or location of theft? _____

3. Were police notified? Yes _____ No _____ Police Case File Number (Indicate City also): _____

4. Was there forced entry? Yes _____ No _____

5. Security system status at time of loss:
Activated _____ Deactivated _____ None in area _____

6. Security signal received by Alarm Company? Yes _____ No _____

Explain: _____

7. What physical evidence was available at the time of discovery? Please explain:

8. Last person in room prior to loss, time room was locked and equipment observed to be in place:

(OVER)

9. Method used to secure Computer/AV equipment: Locked down _____ Bolted down _____
Other _____
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10. Security precautions taken prior to loss. For example, equipment stored out of site detection devices in room, drapes or blinds shut nightly.
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11. How was the theft discovered and name of person who made initial discovery? _____
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12. Other information you wish to provide: _____
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13. Budget number for reimbursement: _____

GUIDELINES FOR REIMBURSEMENT OF STOLEN ITEMS:

- a. Items on the Fixed Asset Inventory are reimbursed at 80% of the District's replacement cost.
- b. Items that are considered "supplies" which include athletic equipment, art and musical items, calculators and tools are replaced at 80% of District's replacement cost, after a \$200 deductible.
- c. Cash has a \$500 deductible.

Site Administrator

Date

Director of Risk Management

Date

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OFFICE USE ONLY:

Memo to Purchasing for Current Market Value: _____
 Received Current Market Value: _____
 Notified Site of Reimbursement: _____
 Replacement Value/Amount Allowed: _____
 Processed Transfer of Funds/cc to site: _____