

**LOS RIOS COMMUNITY COLLEGE DISTRICT
PROPERTY LOSS/DAMAGE REPORT**

Report No. _____

Date Loss/Damage Occurred _____ Date Reported _____

ARC ____ CRC ____ DO ____ FLC ____ FM ____ SCC ____

1.0 PROPERTY IDENTIFICATION

1.1 Identification or serial # _____ License # _____

1.2 Description of property _____

1.3 Where did loss/damage occur (location) _____

1.4 Organizational unit to which property is assigned _____

2.0 LOSS/DAMAGE (If additional space is needed, record information on back of this page.)

2.1 Estimated cost associated with this loss/damage _____

2.2 Cause of loss/damage: Theft _____ Vandalism _____ Malicious Mischief _____ Motor Vehicle Accident _____

Fire _____ Improper Use of Equipment _____ Other (describe) _____

2.3 Brief account of what happened _____

3.0 LOSS/DAMAGE PREVENTION ACTIVITIES (If additional space is needed, record information on back of this page).

3.1. Date reported to police /fire _____ Agency _____

3.2. Person whom notified police/fire _____

3.3. Name of police/fire official whom took the call _____

3.4. Additional security or prevention measures implemented by the organizational unit to which this property is assigned to prevent similar loss/damage from occurring in the future: _____

4.0 PERSONS HAVING KNOWLEDGE OF EVENTS SURROUNDING PROPERTY LOSS/DAMAGE:

List below names, addresses, phone numbers, license no., etc. of witnesses and other persons having first hand information concerning events surrounding the property loss/damage.

Witness, Veh. or Equip. Oper. #1

Name _____

Address _____

License # (if applicable) _____

Phone _____

Witness, Veh. or Equip. Oper. #2

Name _____

Address _____

License # (if applicable) _____

Phone _____

Witness, Veh. or Equip. Oper. #3

Name _____

Address _____

License # (if applicable) _____

Phone _____

Signature of person reporting loss

Address

Phone

Signature of Loss Prevention Officer
(VP of Admin. or Director of Admin. Services)