Report of Property Damage / Loss

Date of Report: _____

Type of Report: Check One

☐ Damage ☐ Lost ☐ Stolen (Attach copy of police report) ☐ Cannibalized

Form Completed By: _____

Department: _____

Property Information:

Property Number: _____

Brief Description: _____

Serial Number: _____

Please provide a description of the incident. Include what occurred, how it occurred, where it occurred and who it was reported to and what actions were taken:

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Signature: _____ Print Name: _____