

**WINN PARISH SCHOOLS  
Property Incident Report Form**

**(REQUIRED WHENEVER PROPERTY DAMAGE OCCURS ON A SCHOOL/OFFICE SITE)**

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Was entry made into any part of the building? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Was the Police Department called? \_\_\_\_\_ If yes, **ATTACH A COPY OF THE POLICE REPORT.**

Does the school have a security system? \_\_\_\_\_ Type of security system? \_\_\_\_\_

Did the system report the break-in or incident? \_\_\_\_\_

Check as many as apply:            \_\_\_\_\_ Burglary                            \_\_\_\_\_ Broken windows/doors  
    \_\_\_\_\_ Larceny    \_\_\_\_\_ Other vandalism  
    \_\_\_\_\_ Arson    \_\_\_\_\_ Carelessness

Specific details of loss or damage (where, what, how, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED (ATTACH ADDITIONAL SHEET IF NECESSARY)					
Asset Tag #	Name of Item	Description (Model, Serial #, etc.)	Stolen	Destroyed	Damaged

\_\_\_\_\_  
Signature of person preparing report

\_\_\_\_\_  
Signature of Principal/Department Head

**Received in Fixed Asset Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_