

**Tucson Unified School District  
Asset Management**  
2050 E. Winsett, Tucson, AZ 85719  
(520) 225-4899

**THEFT and DAMAGE REPORT**

INSTRUCTIONS: Fill this form out completely. Send Original to **Security**; Copy to **Asset Management**; and Copy to **Risk Management**. Retain a copy for **Site File**.

SCHOOL: \_\_\_\_\_ Date Discovered: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

**DAMAGE**

Report of:  VANDALISM (means malicious damage or destruction of school property)

FIRE (means any fire whether caused by accident or by arson)

WIND or RAIN DAMAGE

**THEFT**

Report of:  BURGLARY (means illegal entry has been made into a building with the intention of committing a crime  
Therein, such as theft, vandalism, etc.)

(Check one)  THEFT (means the stealing of property excluding items taken in the course of burglary)

Discovered by: \_\_\_\_\_ Position: \_\_\_\_\_

Has TUSD Security been notified? \_\_\_\_\_ When? \_\_\_\_\_ By whom? \_\_\_\_\_

Have Police been notified? \_\_\_\_\_ When? \_\_\_\_\_ By whom? \_\_\_\_\_

Name of Investigating Police Officer: \_\_\_\_\_ Badge Number: \_\_\_\_\_

Police Case Number: \_\_\_\_\_

| Room | Qty | Description/Brand Name | P.O.# | Model# | Serial # | Property Tag/Asset ID # |
|------|-----|------------------------|-------|--------|----------|-------------------------|
|      |     |                        |       |        |          |                         |
|      |     |                        |       |        |          |                         |
|      |     |                        |       |        |          |                         |
|      |     |                        |       |        |          |                         |
|      |     |                        |       |        |          |                         |

\*To assist in filling the above, please refer to your Building Inventory List.

LIST DAMAGES HERE (Use separate line for each item)

|  | Cost  |          |             |
|--|-------|----------|-------------|
|  | W.O.# | Material | Labor (hrs) |
|  |       |          |             |
|  |       |          |             |
|  |       |          |             |
|  |       |          |             |
|  |       |          |             |
|  |       |          |             |

Janitor's clean up time \_\_\_\_\_

**TOTALS**      \$    -      0

TELL WHAT HAPPENED IN YOUR OWN WORDS HERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator