

NEW HAVEN UNIFIED SCHOOL DISTRICT THEFT OR VANDALISM REPORT

REPORT NO: _____

THEFT VANDALISM

INSTRUCTIONS:

1. Notify proper law enforcement agency immediately in all cases of theft or vandalism.
 Hayward Police Dept. – **581-1700** Union City Police Dept. – **471-1365**
2. In the event of damage to buildings or grounds, notify by phone to the Supervisor of Buildings & Grounds.
3. Let police contact suspects if located on premises. If suspect is caught in the act, hold for police.
4. PREPARE FORM IN TRIPLICATE FOR EACH SEPARATE OCCURRENCE.
5. Forward the original and one copy to the District Office.

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|---|-----------------------------|
| 1. School Reporting _____ | 2. Date _____ Time _____ |
| 3. Person Discovering Damage or Theft _____ | 4. Date of Occurrence _____ |
| 5. Person Reporting Damage or Theft _____ | Approximate Time _____ |
| 6. Reported to _____ Enforcement Agency | 7. Name of Officer _____ |
| 8. Witness (all parties possibly concerned) _____ | |
| 9. Explanation of What Occurred _____ | |

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10. Description of Damage to Property and exact Location

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11. Loss in Money and Equipment Stolen or Destroyed

DESCRIPTION OF EQUIPMENT	ESTIMATE VALUE	FUND (DISTRICT, STUDENT BODY, ETC.)	AMOUNT

BUSINESS OFFICE ONLY – Cost of Labor and Materials

DESCRIPTION	AMOUNT

 PRINCIPAL'S SIGNATURE

RESTITUTION Yes No

Job Order No. _____

Purchase Order No. _____

Date sent Ins. Agent _____

EMPLOYEE THEFT OR VANDALISM CLAIMS

Claims reviewed and reimbursements processed only for:

1. Damages to personal vehicles caused by vandalism, and
2. Medically prescribed eyeglasses, hearing aids, and dentures.

Certificated Contract: ARTICLE 9 – SAFETY CONDITIONS

Classified Contract: ARTICLE 15 – SAFETY CONDITIONS

Documents Required for Processing Claim & Reimbursement:

1. Theft/Vandalism Report or Verified Claim Form filed.
2. Police Report.
3. A note or email from the site administrator informing of the incident.
4. Proof of Payment Required for all actual out-of-pocket expenses or any deductible amount – in the form of a receipt, cancelled check, credit card receipt or bill/statement, etc.

All claims to be collected for the entire school year for review in June. Claims received after June will be processed in the next year.