

PROPERTY INSURANCE REPORT

In the case of facilities damage or a theft, please contact the facilities department first and then Gwyn Andersen, Director of Business Services anderseng@sd5.k12.mt.us as soon as possible. Complete the form when you have gathered all of the information and send it to the Business office, Attn: Gwyn.

Continue on the back or on a blank sheet of paper if more room is needed.

Person Completing the Form: _____

Location _____ Date: _____

Describe Incident: _____

Please Itemize Items damaged or missing and an estimated replacement cost:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 10.

Was a police report filed? If so please attach a copy of the police report to this form.