

WATONGA SCHOOL DISTRICT
THEFT OR VANDALISM REPORT

Theft Vandalism

INSTRUCTIONS

- 1. Notify proper law enforcement agency immediately in all cases of theft or vandalism (Watonga Police Dept. @ 580-623-7355)**
- 2. In the event of damage to buildings or grounds, notify Maintenance and Operations, Ext. 4070**

1. School or site: _____ 2. Date of occurrence: _____
3. Approximate time of occurrence: _____ 4. Person discovering damage or theft:
A.M. P.M. (Circle One) _____
5. Reported to: _____ 6. _____ 7. Case # _____
(Law Enforcement Agency) (Name of Officer)

8. Witnesses (all parties possibly concerned): _____

9. Explanation of what occurred: _____

10. Description of damage to property and exact location: _____

11. Loss of money or equipment stolen or destroyed:

Description	Original Purchase Date	Original Funding Source	Estimated Cost

12. PO # _____ for replacement is attached.
13. Work Order forwarded to Maintenance/Operations for repairs. Yes or No
14. Name of person preparing report: _____ Date _____
15. Signature of Site Administrator: _____ Date _____