

# 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 \_\_\_\_\_

RETURN FORM TO THE CENTRAL OFFICE AS SOON AS POSSIBLE!