

# Checklist for Break-in/Theft/Damage Report Forms

Risk Management  
BOE Room 152

R. Anthony Krone, Risk Manager  
416-5515

## SCS Break-In, Theft, Damage Report Completed and Attached

\_\_\_\_\_ School Name and Location Code (Loc. Code)

\_\_\_\_\_ Date of Break-in/Theft/Damage

\_\_\_\_\_ Police Report Number

\_\_\_\_\_ Number of each item damaged or stolen.

\_\_\_\_\_ Detailed Description (ex: Dell 4mb Desktop Flat Screen Computer, not "Dell Computer"; or Kodak Digital Camera with 5" screen, not "Camera")

\_\_\_\_\_ Serial Number and Model Number (Not SCS ID#. Be sure to get this info immediately when new items arrive at your school/ site)

\_\_\_\_\_ Current/Replacement Cost

\_\_\_\_\_ Vendor Name and number (check with Procurement Services at 416-5376 for assistance, if needed)

\_\_\_\_\_ Contact person for each Item (Name of person whose item was stolen/damaged)

\_\_\_\_\_ Room # and Location of stolen or damaged item

\_\_\_\_\_ Principal's Signature and ILD's Signature

\_\_\_\_\_ Copy of school's inventory list highlighting item(s). We only need the pages with those items that were damaged/stolen.

If you have questions regarding completing the Break-in/Theft/Damage Report, please call Risk Management at 416-5515. For question regarding replacement arrival, please contact Procurement at 416-5376.

SHELBY COUNTY SCHOOLS  
Risk Management Department

School Break-In, Theft, and Damage Report

School/Site Name: \_\_\_\_\_ Loc. Code: \_\_\_\_\_ Date of Theft/Damage: \_\_\_\_\_  
Police Report #: \_\_\_\_\_

The items listed below are to be replaced YES \_\_\_\_\_ NO \_\_\_\_\_ are being reported for accounting purposes only/no replacement. Time and Date Security Notified \_\_\_\_\_

The Memphis Police Department or Shelby County Sherriff's Dept. MUST BE NOTIFIED in ALL cases of loss of equipment as a result of burglary or larceny. Telephone SCS Security at 416-5773 immediately upon discovery of a break-in.

**This report is to be completed and submitted to the Risk Management Dept., BOE Room 152. Any loss greater than \$2,500, notify Risk Management immediately at 416-5515. Risk Management does not replace items that are found missing after inventory is done.**

Number of units	Detailed Description (Size, Brand, Desktop, etc.)	Equipment Loss		Vendor Name & Vendor Number	2. Other Information	
		Serial # & Model #	Current / Replacement Cost		Contact Person for each Item	Room #/Location

Comments: \_\_\_\_\_  
\_\_\_\_\_

Principal Signature \_\_\_\_\_  
ILD Signature \_\_\_\_\_