

**FREDERICK COUNTY PUBLIC SCHOOLS  
NOTICE OF LOSS/DAMAGE OF PROPERTY**

Claim No. \_\_\_\_\_

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_ AM/PM Date of Report \_\_\_\_\_

School Facility \_\_\_\_\_ Room No./Area \_\_\_\_\_ Phone No. \_\_\_\_\_

Police Department reported to: \_\_\_\_\_ Investigating Officer \_\_\_\_\_ Case No. \_\_\_\_\_

Party Responsible for damage (If known): \_\_\_\_\_

If active employee, please attach a copy of FCPS Receipt for Equipment Form.

Please provide a description of the incident that caused the loss or damage. Be specific.

DESCRIPTION OF ITEMS LOST OR DAMAGED				
Use additional sheets if necessary.				
Item Description	Model	Serial #	Estimated Value	Replacement Cost
Total Costs				

DESCRIPTION OF DAMAGE TO BUILDINGS OR GROUNDS	Estimated Repair Costs	Repair Cost	
		Labor	Material
Use additional sheets if necessary.			
Total Costs			

**NOTE:** Shaded areas for use by Maintenance or Purchasing Departments only.

Principal Signature: \_\_\_\_\_

\_\_\_\_\_ (Date)

**Distribution:** (It is the responsibility of the originator to make the appropriate copies and distribute accordingly.)

1. Chief Financial Officer
2. Director of Maintenance and Operations
3. Instructional Director
4. Property Accountability Secretary
5. Supervisor, Security & Emergency Management
6. Originator

Form LR1 (Rev. 06/01/15) (Reference Regulation 200-10 and 200-24)

**NOTE:** If the loss/damage is the result of vandalism and an individual is to be billed for the cost of repair or replacement, also fill out Form LR 1a "Loss/Damage of Property - Invoicing Notification Report" (Reference FCPS Reg. 200-24)