

Request for Reimbursement for Personal Property

Eugene School District 4J, Risk Management Services
(Print this form and use as a copy master.)

Use this form to request reimbursement for stolen or damaged property that was being used for instructional responsibilities on District property or at a district-sponsored event at the time of the theft or damage, or that was stolen or damaged as a result of District negligence.

Name _____

School _____

Address _____

Telephone _____

Description of property (including value and identifying information, such as model or serial numbers)

Date of theft or damage _____ Police case number if applicable _____

Location of theft or damage _____

Circumstances _____

Amount of reimbursement requested _____

Signature _____ Date _____

Principal's Signature _____ Date _____

To receive reimbursement, you must attach:

- Evidence, proof of loss, and other substantiating information.
- A copy of a previously completed "Personal Property Approval Form" if the stolen or damaged item was used for instructional purposes and was valued at more than \$500.
- For more information about substantiating information and property registration, see "Personal Property That is Covered" available from Risk Management Services (687-3335) or your school principal.