

PINELLAS COUNTY SCHOOLS
DAMAGE AND/OR LOSS OF BUSINESS PROPERTY REPORT
 (see page 2 for instructions)

Risk Management Use Only
Claim#

PLEASE COMPLETE ALL SECTIONS. MISSING INFORMATION WILL DELAY CLAIMS PROCESSING.

GENERAL INFORMATION

School/Department _____	Cost Center # _____
School/Department Contact Name _____	Phone # _____
Name of employee equipment was assigned to _____	Job Title _____
Name of student equipment was assigned to _____	
Equipment is assigned to: <input type="checkbox"/> Classroom/Lab <input type="checkbox"/> Employee <input type="checkbox"/> School <input type="checkbox"/> Student	
Who is responsible for this equipment? <input type="checkbox"/> Employee <input type="checkbox"/> Dept <input type="checkbox"/> School <input type="checkbox"/> Student	
Were students using the equipment at the time of loss? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Do not submit claims for items discovered missing due to an inventory.	

▶ **Please refer to section e or f on following page**

PROPERTY INFORMATION

Description of Equipment	Tag #/Cell Phone #	CHECK ONE				Purchase Order #	Original Cost
		Damaged	Destroyed	Stolen	Not Returned		

CLAIM INFORMATION

Date of damage/loss: _____	TIME _____	_____ AM _____ PM
Address of loss (if other than school/center): _____		
Date reported to Supervisor: _____	Name of Supervisor: _____	
Specific location of loss: <input type="checkbox"/> Classroom <input type="checkbox"/> Office <input type="checkbox"/> Home <input type="checkbox"/> Vehicle <input type="checkbox"/> Other (specify): _____		
Evidence of forced entry into building or vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
Police report/case #: _____	Police jurisdiction: _____	

EQUIPMENT INFORMATION

If a Tech Help ticket has been submitted: _____	Tech ticket #: _____
Has this equipment been replaced by either the school/department or T.I.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
If yes, who replaced it? <input type="checkbox"/> School/Department <input type="checkbox"/> TIS <input type="checkbox"/> Other (list) _____	
When? _____	Tag #: _____ With what? _____
If no, is equipment still needed? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
What is being used now in place of the lost/damaged/destroyed equipment? _____	

SPECIFIC DETAILS OF LOSS OR DAMAGE

(What, Where and How? If loss occurred while in employee care, employee must fill out this section and sign the report. Attach extra sheets if needed) _____

If lost or stolen, how was the equipment secured? Who is responsible for securing the equipment? Please be specific: _____

REQUIRED SIGNATURES

Employee:	Date:	Student:	Date:
Principal: (Losses under \$2000)	Date:	Dept. Manager: (Losses under \$2000)	Date:
Area Superintendent: (Losses over \$2000)	Date:	Division Manager: (Losses over \$2000)	Date:

PINELLAS COUNTY SCHOOLS
DAMAGE AND/OR LOSS OF BUSINESS PROPERTY REPORT

Procedures/Instructions/Guidelines

**Please fill out page 1 completely and return it along with all relevant documents to Risk Management.
Missing information will delay the claims process.**

General Information for all claims:

- a. All District equipment losses are tracked by the Risk Management & Insurance Department (**except items discovered missing due to an inventory.**) However, only non-technology tagged assets or items on the Uncapitalized Tangible Personal Property Inventory that collectively exceed \$249 for any one loss are eligible for reimbursement.
- b. Risk Management & Insurance reviews all claims to determine if there is potential negligence that warrants review by the Lost Property and Equipment Review Committee.
- c. Claims must be submitted within 60 days from the date of loss.
- d. If a crime has been committed, (theft) it must be reported to the appropriate jurisdiction's police department. Please be sure the correct serial number(s) is/are listed on the police report so that the equipment (if found) can be returned to the District. Please list Pinellas County Schools as the property owner on the police report. Contact Schools Police for assistance.
- e. If equipment assigned directly to an employee was taken off school property, a signed 2-page copy of the employee's Property Removal Contract (Form 3-1943) listing the items property tag number must be included with the claim.
- f. If equipment assigned to an employee remained on school property, a signed Equipment Assignment List (Form 3-3160) listing the items property tag number must be included with the claim.
- g. If equipment assigned to a student to take home is not returned or was reported by the parent as lost or stolen, a signed Parent (Guardian)/Student Technology Equipment Receipt and Responsibility Form (2-3184) must be included with the claim.
- h. If property is damaged or lost while in the care of an employee, he/she MUST fill out the SPECIFIC DETAILS OF LOSS OR DAMAGE section and sign the Damage and/or Loss of Business Property report.
- i. Return all relevant documents and this form to Risk Management. Keep a copy for your records.
- j. For more information, please refer to the Business Property Damage or Loss Self Insurance Program on Risk Management's intranet page.

Technology equipment Claims:

1. Technology equipment losses are not covered by the District Property Damage & Loss Fund. However, Risk Management does track technology losses (**except items discovered missing due to an inventory**), so please submit a claim for all other technology equipment losses.
2. Technology Information Systems (TIS) manages the repair or replacement of technology equipment. If you have not already done so, please create a TechHelp ticket for this issue.
3. TIS will not replace iPads that are out-of-warranty.
4. If the loss is for a single piece of equipment and is less than \$2000, a Principal or Department Manager signature is required on this form. If the loss is greater than \$2000 or is for multiple units, a signature of the Area Superintendent or Division Manager is required.