

# Greenwich Central School

"Scholarship, Character, Community - Cultivating the Future"

## Equipment Damage / Loss / Theft Report Form

Greenwich CSD employees are required to report any damage, loss or theft of Greenwich CSD owned equipment as soon as possible and submit a completed copy to the business office.

Damage / Loss / Theft - Reported By	
Employee Name:	Employee Number:
Position/Title:	Department:
Company Phone:	Company Email:

Incident Information	
Incident Date (dd/mm/yy):    /    /	Time of Incident:
Reported on:    /    /	Time Reported:
Responsible:	Building Location:

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss	
How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	

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Description of Damage to Equipment	
Estimated Cost of Repair / Replacement	
Person Responsible for Equipment	

Was the Equipment Damage / Loss / Theft reported to the Police?

- Yes  
 No

If yes, please provide:

Police Report Information	
Police File #:	Officer In Charge:
Station #:	Phone #:
Email:	

*A Police Report (if Theft) and replacement cost invoice must be attached.*

## Acknowledgement & Agreement

Administrator: \_\_\_\_\_

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

Date: \_\_\_\_\_

Cc: Business Office   
IT