



School/Site _____ Date _____

Date and time of incident _____ Reported by _____

Police Case Number _____ Agency _____

Evidence of forced entry? Yes _____ No _____

Explain _____

What damage occurred and where? Report all thefts on Form B-171.

If glass breakage is involved, give number of windows broken and sizes:

If suspect is known, please provide the following information:

Name _____

Parent/guardian _____

Address _____

Phone No. () _____

If more than one suspect please provide information on separate sheet.

Signature of Building Administrator _____ Date _____

Restitution will be handled through Risk Management Office

MAINTENANCE USE ONLY

B-3 No. _____ Material _____

Ref. No. _____ Labor _____

Overhead _____

Account Code _____ Total _____