

**VALDOSTA STATE UNIVERSITY
PROPERTY LOSS REPORT
BUILDING, CONTENTS, EQUIPMENT**

LOSSES SHOULD BE REPORTED TO THE CAMPUS POLICE DEPT IMMEDIATELY UPON DISCOVERY. ALSO IF THERE IS DAMAGE TO A BUILDING, CONTACT PLANT OPERATIONS. A REPORT SHOULD BE MADE EVEN IF ALL INFORMATION IS NOT AVAILABLE

DATE OF LOSS _____ **TIME** _____

LOCATION OF LOSS:

BUILDING: _____ **ROOM #:** _____
DEPARTMENT: _____ **PHONE #:** _____

NAME & PHONE NUMBER OF CONTACT PERSON (S):

1. _____ 2. _____
3. _____ 4. _____

NAME & PHONE NUMBER FOR PERSON (S) WHO DISCOVERED THE LOSS:

1. _____ 2. _____
3. _____ 4. _____

CAUSE OF LOSS:

BURGLARY LIGHTNING WIND WATER FIRE FREEZE
HAIL VANDALISM

OTHER : _____

IF BURGLARY, IS THERE EVIDENCE OF FORCIBLE ENTRY? YES NO

WAS THE POLICE OR AN EMERGENCY RESPONSE TEAM NOTIFIED?

YES NO

AGENCY NOTIFIED: _____

Report #: _____

DESCRIBE IN DETAIL THE CAUSE OF LOSS:

DETAIL LIST OF BUILDING, CONTENTS, OR EQUIPMENT DAMAGED, DESTROYED OR STOLEN

Damage to Building

Description	Estimated Repair/Replacement Cost
_____	_____
_____	_____
_____	_____
_____	_____

Contents Damaged, Destroyed, or Stolen:

Property Description	Date Purchased	Purchase Price	Replacement Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Equipment Damaged, Destroyed, or Stolen:

Equipment Description	Date Purchased	Purchase Price	Replacement Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FAX A COPY OF THIS REPORT TO RISK MANAGEMENT WITHIN 24 HOURS OF DISCOVERING INCIDENT. FAX NUMBER IS (229) 333-2160.

SIGNATURE: _____ DATE: _____

TITLE: _____ PHONE: _____