



PASADENA UNIFIED SCHOOL DISTRICT
THEFT & VANDALISM REPORT

Date _____ Police Case Number: _____

School / Site: _____

Location (Building, Room): _____

Damage to Building / Grounds: _____

Equipment Missing / Damaged	Brand	Serial #	Est. Dollar Value \$	PO #

Date Discovered: _____ Date of Occurrence _____

Discovered by: _____ Police Notified: Yes: _____ No: _____

Was Apprehension Made: Yes: _____ No: _____

COMMENTS: (What occurred; how was entry made) _____

Work Order #: _____ (Attached) Purchased Req #: _____

Report Submitted by: _____

Department Head / Principal (Signature)

Send One (1) Copy to each of the following Departments:

- ✓ Maintenance & Operations: (Work Order Desk)
- ✓ Business Services Dept. (Property & Liability)
- ✓ Purchasing Dept. (Asset Management)

