



Eugene School District 4J
Request for Replacement of District Property Form

Use this form to request reimbursement for stolen or damaged 4J property.

Name (print) School

School Address Telephone

Description of property (including value and identifying information, such as model or serial numbers)

Four horizontal lines for describing the property.

Date of theft or damage Police case number if applicable*

Location of theft or damage

Circumstances

Three horizontal lines for describing the circumstances.

Account Number: the stolen item(s) were purchased with:

Account Number to charge for the replacement item(s):

Is a copy of the original purchase order of the stolen/damaged property included?

- A screen shot of the PO is appropriate

Computers/Technology:

Was the stolen item(s) purchased using grant funds?

Quote number:

Include with this form a quote of the stolen item from Apple: contact: Mandi Hanson - hanson_m@4j.lane.edu

- Quote needs to match school district pricing and include 3 year warranty, if applicable

Is a quote included with this form?

Has James Grubic (grubic_j@4j.lane.edu) in Technology been contacted & an attempted to track item?

Non-Computers/Technology Item(s):

Quote number:

Include with this form a quote of the stolen item(s)



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Anticipated and/or actual replacement cost(s) _____

Correction Plan:

What will be done to help prevent this incident from reoccurring?

Please work with your school/site administrator and technology, if applicable, in developing a written plan.

Reimbursement:

The department requesting reimbursement will need to purchase the replacement first. Once HR receives proof of purchase confirmation, a transfer of funds will be made in the form of a Journal Entry.

- Include with this form a copy of: purchase order, invoice, and confirmation funds have been withdrawn reflecting the requested reimbursement amount

Is a copy of the purchase order included? _____

Is a copy of the invoice included? _____

- A screen shot of the invoice is appropriate

Is a copy included confirming funds have been withdrawn reflecting the requested reimbursement amount?

Prepared by (or contact person)

Date

Principal's Signature

Date

To receive reimbursement, you must include police case number, replacement cost, quote, account number, correction plan, and other substantiating information.

Police case number is required for a theft or vandalism incident. Call the non-emergency police dept. and follow the voice mail instructions.