

**Personal Property Fund
Loss or Damage Claim**

Claimant: _____

Date: _____

School: _____

Position: _____

Nature of claim:

(check one)

(check one)

_____ loss

_____ Automobile

_____ damage

_____ Personal property used for instructional purposes

_____ Incidental personal item

Item lost/damaged: _____

Nature of damage: _____

Replacement/repair estimate (attach copy of estimate): \$ _____

Amount to be received from your insurance company: \$ _____

Insurance deductible amount (to be paid by District) \$ _____
(Attach copy of insurance policy showing deductible)

Note: Automobile damage/loss is limited to \$500 or insurance deductible (whichever is less). Personal property used for instructional purposes (must have prior approval) is limited to \$500 or insurance deductible (whichever is less). Incidental personal items limited to \$300.

The above represents a true and accurate claim of loss/damage to personal property belonging to me.

Claimant's signature

I believe the above represents a true and accurate claim of loss/damage to the personal property of the claimant. If the claim is for personal property used for instructional purposes, it was approved and registered for use in accordance with district procedures.

Principal's signature