PROPERTY AND CASUALTY CLAIMS FORM

Please circle one of the following: Damage to Property  Theft of Property

Date of Incident: ______________________

Name of School: ______________________

Staff Member/Student Name: ________________________

Description of Property Damaged or Stolen

Service Tag/Serial #: ______________________

Destiny Asset Tag #: ______________________

Manufacturer (ex. Dell): _________________________________

Model (ex. Chromebook 11): _______________________________

Description of Incident

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Attach additional write up if necessary.

Attach any or all of the following documents: Police Report, Witness Statements, Medical Bills, Letter from Claimants, and any documentation you feel will help in the investigation of the claim.

If an insurance claim is being filed (10 or more machines were damaged or stolen in one incident), please email this form and any attachments to Eric.Radich@hallco.org.