

# 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

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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](mailto:Eric.Radich@hallco.org).