



Eugene School District 4J Request for Replacement of District Property

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)

Date of theft or damage _____ Police case number if applicable* _____

Location of theft or damage _____

Circumstances

Anticipated and/or actual replacement cost(s) _____

Prepared by (or contact person) _____ Date _____

Principal's Signature _____ Date _____

To receive reimbursement, you must include police case number, replacement cost 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.