



ALBUQUERQUE PUBLIC SCHOOLS
Risk Management Department

PROPERTY LOSS REPORT

SCHOOL	School:	Location #:
	Address:	

CONTACT	Person to Contact:		Position:
	Office Phone:	Cell Phone:	E-mail:

LOSS INFORMATION	Date of Loss:	Time of Loss:
	Location of Loss:	
	Property Damaged or Lost:	
	Describe How Loss Occurred <i>(Attach additional pages as necessary):</i>	

REPORT	Reported to Police?:	Department:	Case #:
	Reported to Fire Department?:	Department:	Case #:
	Previously Reported to Adjuster by Phone?:	Adjuster:	

Report Prepared By:	Date:
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Submit report to:
APS Risk Management – 3315 Louisiana Blvd. NE – Albuquerque, NM 87110 – Fax: 881-2309

