



# Notice of Loss/Damage of Property and Invoicing Notification Report

Fiscal Services Division

Frederick County Public Schools  
191 South East Street  
Frederick, Maryland 21701

Form #009-F01  
April 2024

Clear Form

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_ AM PM Work Order No. \_\_\_\_\_  
Date of Report \_\_\_\_\_

School / Facility \_\_\_\_\_ Room No./Area \_\_\_\_\_ Phone No. \_\_\_\_\_

Police Department reported to (if applicable) \_\_\_\_\_ Investigating Officer (if applicable) \_\_\_\_\_ Case No. \_\_\_\_\_

Party Responsible: Name & Address (If known):

Criminal charges filed: Yes No Pending  
**School/Department will seek restitution for damages up to \$300.00.**

*If active employee, please attach a copy of FCPS Receipt for Equipment Form.*

**Description of the incident that caused the loss or damage. Be specific.**

DESCRIPTION OF ITEMS LOST OR DAMAGED				
Use additional sheets if necessary.				
Item Description	Model	Serial #	Estimated Value	Replacement Cost
Total Costs				

DESCRIPTION OF DAMAGE TO BUILDINGS OR GROUNDS	Repair Cost	
	Labor	Material
Use additional sheets if necessary.		
Total Costs		

Report prepared by: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

Administrator/Supervisor: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

Distribution: *(It is the responsibility of the originator to distribute accordingly.)*

- 1. Senior Executive Secretary, Fiscal Services (email form to [loss.damage@fcps.org](mailto:loss.damage@fcps.org))
- 2. Risk and Safety Manager
- 3. Director of Maintenance and Operations
- 4. Director, School Administration
- 5. Accounts Receivable Specialist, Accounting Department
- 6. Supervisor of Safety and Emergency Management (email form to [Safety.Team@fcps.org](mailto:Safety.Team@fcps.org))
- 7. Director of Student Services
- 8. Director, Technology Infrastructure
- 9. School Asset Secretary
- 10. Originator