



PERSONAL PROPERTY LOSS/DAMAGE CLAIM FORM

School Year 20____ - 20____

PLEASE READ REVERSE SIDE FOR INSTRUCTION ON COMPLETING THIS FORM

CLAIMANT INFORMATION	
Name:	Phone:
Address:	Email:
City/State/Zip:	School

Check Group: Certified Non-certified Exempt Admin Other

LOSS INFORMATION	
Date of Loss:	Time of Loss:
Item(s) Lost/Stolen or Damaged:	
Description of circumstances surrounding loss:	
Estimated replacement value or actual dollar amount of repair:	\$
Amount of deductible (amount paid by policyholder if submitted to your insurance carrier)	\$
Total amount requested:	\$

I verify the above statements to be true and accurate.

Signed: _____ Date: _____

Vandalism Insurance

The Neenah Joint School District will provide employees with up to a maximum of \$500 each academic year to be used for the payment of the uninsured portion of claims resulting from loss, damage or destruction of an employee's clothing or other personal property while on duty in a school or on the school premises, as a result of vandalism, prank, assault or theft.

Claims should be submitted to the Business Office by May 30th and payment of individual claims will be authorized after June 30th of each year. The funds will be distributed on a prorated and percentage basis relative to the total number and dollar amount of claims.

AUTO CLAIM NOTE: Please submit this claim to your personal insurance carrier first. Attach to this claim a copy of any documentation showing the amount, if any, paid by your personal insurance carrier. For auto damage, to be eligible to receive full or partial reimbursement, a claimant must:

- A. Verify that repair work was done.
- B. Verify the dollar amount of the repair with a canceled check or "bill paid in full" ticket from the repair shop.
- C. Provide evidence that a claim was submitted to your auto insurance carrier and that a settlement was made (deductible had been satisfied). A letter from your insurance carrier would be acceptable.

For Damage/Loss of Personal Property:

- A. A description of the property damaged/stolen.
- B. An estimate of the replacement value of the property.
- C. If the estimated cost is greater than \$300, a written estimate must accompany the claim form.
- D. Damage must not have been caused by normal wear and tear, mechanical or electrical breakdown, or include other damage, loss or inconvenience consequent to such damage.

Please complete this claim form and submit it to the Business Office no later than **May 30th**.